



# ***Purchase Card On-Line System PCOLS***

LeAntha Sumpter, DD PDI  
Dennis Idol, PCPMO  
Huntsville AL  
08 / 09 April 2008



# Purchase Card On-Line System



## ***PCOLS*** ***Introduction and*** ***Administrative Remarks***

Dennis Idol, PCPMO  
Huntsville AL  
08 / 09 April 2008



# Agenda for Today



- Welcome and Administrative Remarks ...  
*Dennis Idol*
- Introduction ... *LeAntha Sumpter*
- PCOLS Overview Brief ... *David Armstrong*
- EMMA Brief ... *Maria Chenault-Herbert*
- EMMA Group Practical Exercises
- AIM Brief ... *Paul Schwartz*
- AIM Group Practical Exercises
- Questions and Answers
- Wrap Up ... *Dennis Idol*



# *Administrative Issues*



## ■ Training room etiquette:

- ☐ Eat and drink in designated areas only
- ☐ Respect other classes by using low voice in hallways
- ☐ Cell phone / blackberry in quiet mode or off during class

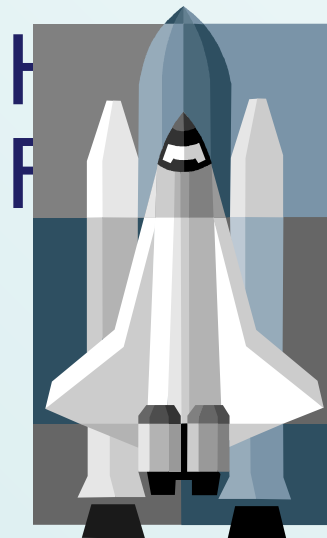
## ■ Breaks / refreshments:

- ☐ Café is downstairs next to security desk at building entrance
- ☐ Punctuality for breaks is appreciated





# Purchase Card On-Line System (PCOLS)



– Present –

**Huntsville**

**Road to Success**

**8 and 9 April 2008**



# Introduction



## ■ Overview

### □ How we got here

- Government Accountability Office (GAO) reports
- DoD and Service Inspector General (IG) reports (600 plus since 1999)
- Comptroller DoD Management Information Decision (MID) 904 directed approximated 50 actions including
  - Develop methods to include controls over charge cards
  - Develop data mining tool to identify mis-use of charge cards





# Working Group



- User working group established 2006
  - Acquisition and Resource Management groups
  - Representatives of the component leads for the development of the Authorization, Issuance and Maintenance (AIM)
    - *Determine roles and responsibilities*
    - *Determine workflows*
    - *Develop rollout strategy and plan per Component*





# *The Objective*



- Develop an integrated architecture to include internal controls and integrate the card into other Department e-business applications. Impacts integration with:
  - Wide Area Work Flow (WAWF)
  - EMALL
  - Common Access Card (CAC)
  - Defense Manpower Data Center (DMDC) Repository (Purchase Card On-Line System (PCOLS) (EMMA, AIM, Data Mining and Risk Analysis)



# The Objectives



## ■ Integration List – continued

- ☐ Data Mining Third-Party Solution
- ☐ Bank Providers (US Bank complete)
- ☐ Defense Acquisition University (DAU)
- ☒ Defense Enrollment Eligibility Reporting System (DEERS)
- ☐ Enterprise Resource Planning Systems (ERPs)
- ☐ Defense Finance and Accounting System (DFAS)



# Purchase Card On-Line System (PCOLS)



## ■ Consists of four capabilities

### □ Two existing

- *Enterprise Monitoring and Management of Accounts (EMMA); a Defense Manpower Data Center (DMDC) for role based CAC access*
- *Authorization, Issuance, and Maintenance (AIM); a procurement capability run by DMDC*

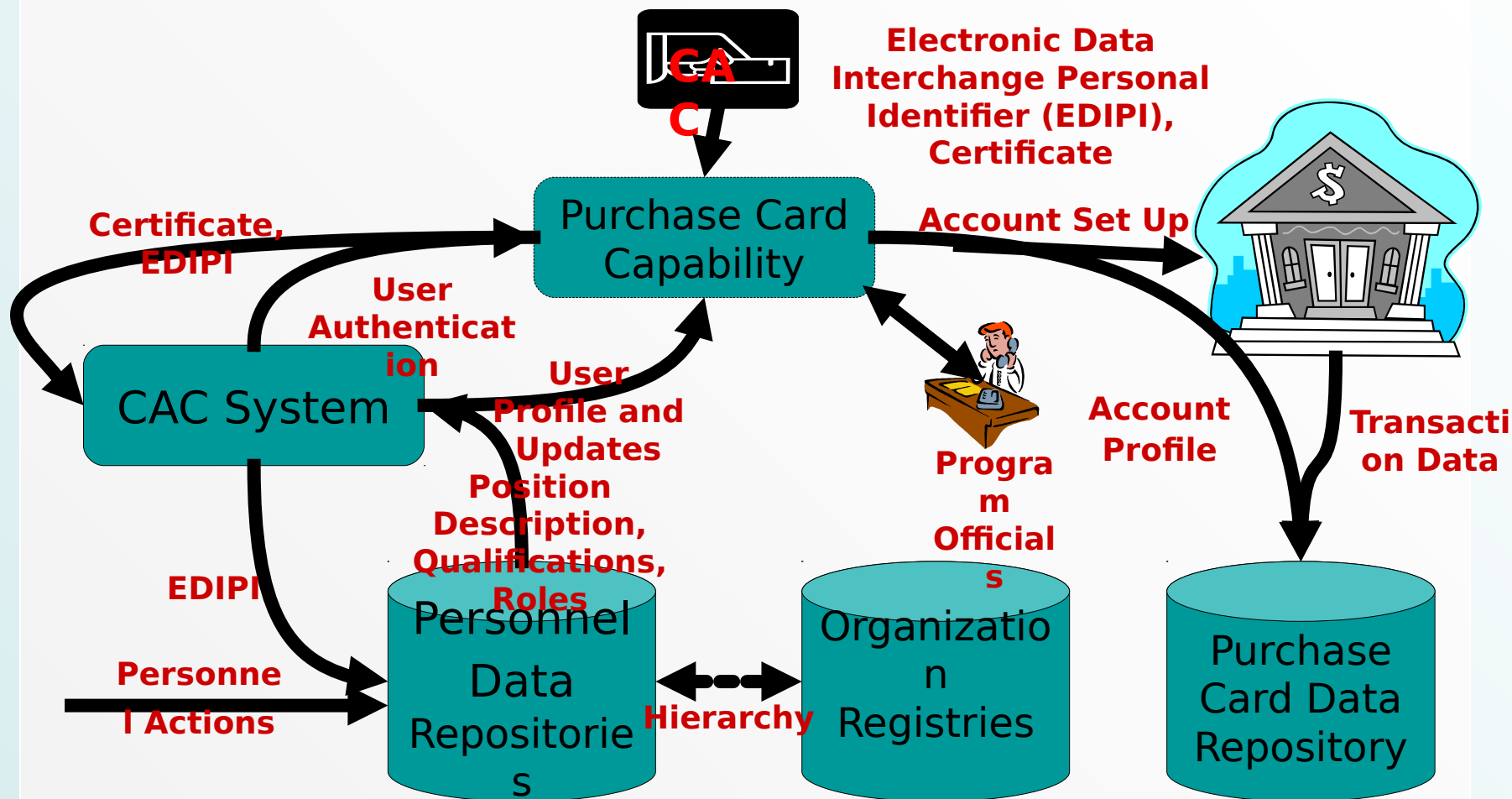
### □ Two capabilities in development

- *Data mining tool*
- *Risk assessment tool for referral of high risk transactions*





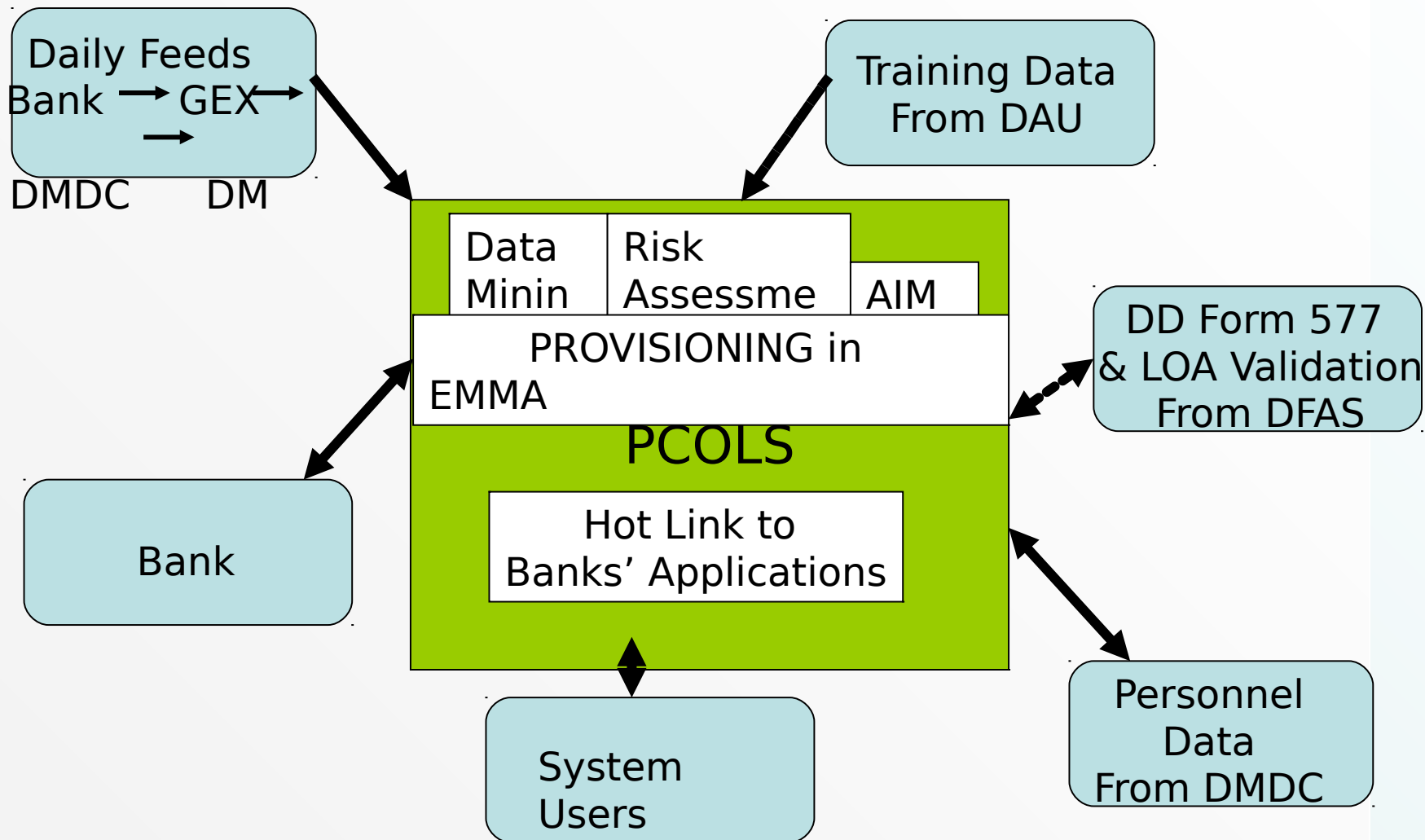
# Purchase Card Authorization and Issuance: Integration with Personnel Systems







# PCOLS Interfaces







# Why Should Level 4s and RMs Care?



- PCOLS is an on-line tool to enable visibility across functional lines
  - Organic, standardized on-line card issuance and management capability across all banks
  - Identification of all supervisors associated with program; goes beyond the bank managed card hierarchy
  - Facilitate recognition of A/OPC role as Program Manager
  - Provides structure for risk assessment of card program



## *Why Should Level 4s Care?*



- Allows DoD to begin issuance to “new” card issuing banks more seamlessly
- Clear accountability of card holders to their CAC card with digital signature
  - Tracks warranted cardholders
  - Identifies contingency accounts
- Will still allow cardholders to have multiple cards using the same name
  - Capability to embossing to identify cards uniquely



## *Why Should Level 4s Care?*



- Data mining capability will –
  - Identify and establish and audit trail of high risk transactions and engage supervisors neutrally
  - Produce risk score cards that highlight internal control weaknesses and focus audit resources
  - Empower components to discover risky actions much earlier in the process



## The Goal



- The goal is to have the largest number of users on PCOLS before 01 December by targeting:
  - Large sites within driving range of other sites to consolidate training
  - Each service for training
  - Sites that have implemented Access On-Line (AXOL)
    - *Air Force and other Defense Agencies*



# The Goal

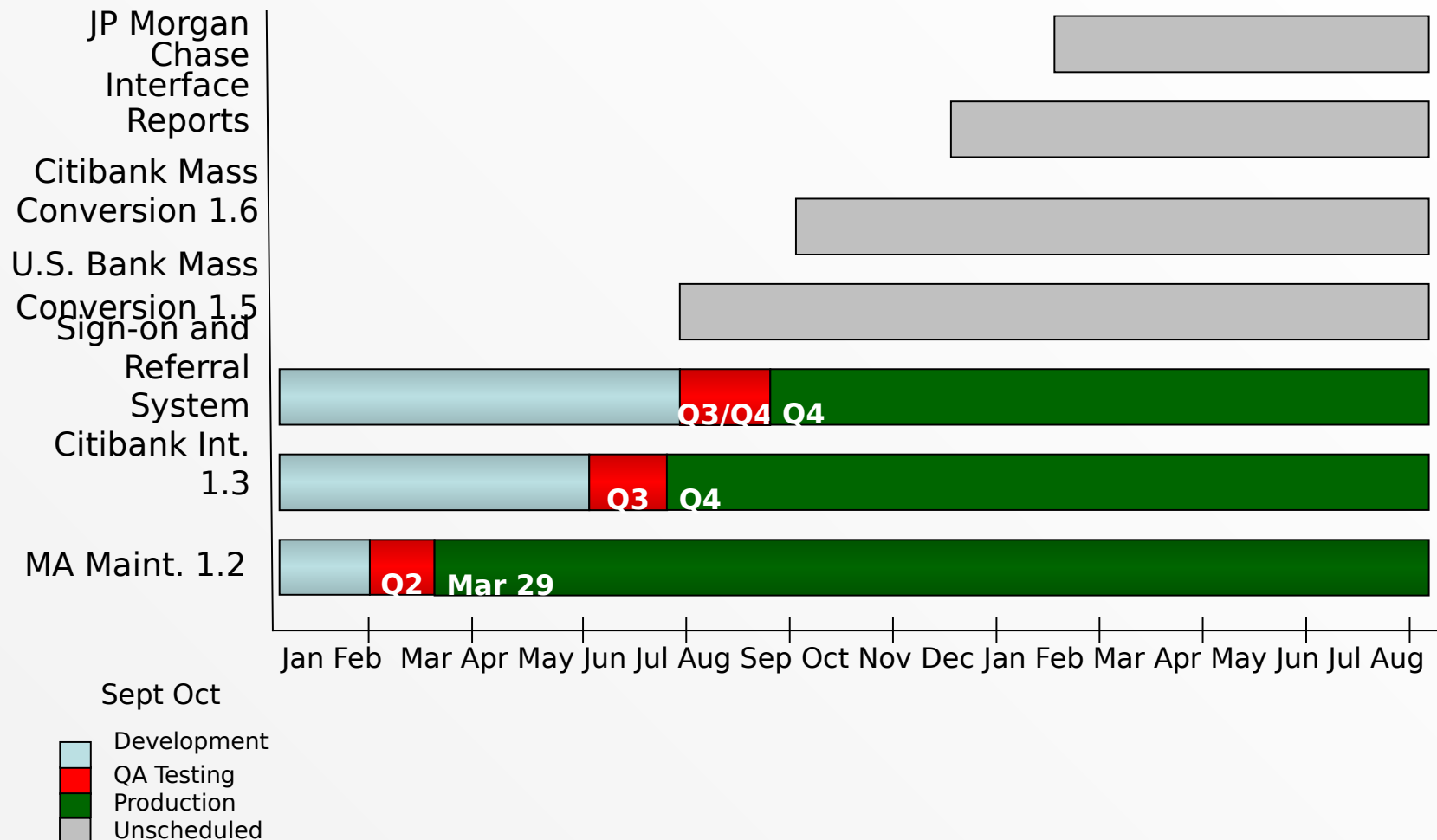


## ■ Steps to goal:

- Huntsville Road to Success Test Groups
- Train all A/OPCs by July 2008
- A/OPCs become the “trainers”
- Conduct webinars for all management account managers starting 01 August 2008
- Coordinate with banks on deployment plans to connect with PCOLS



# Current AIM Release Plan: 2008 and Beyond

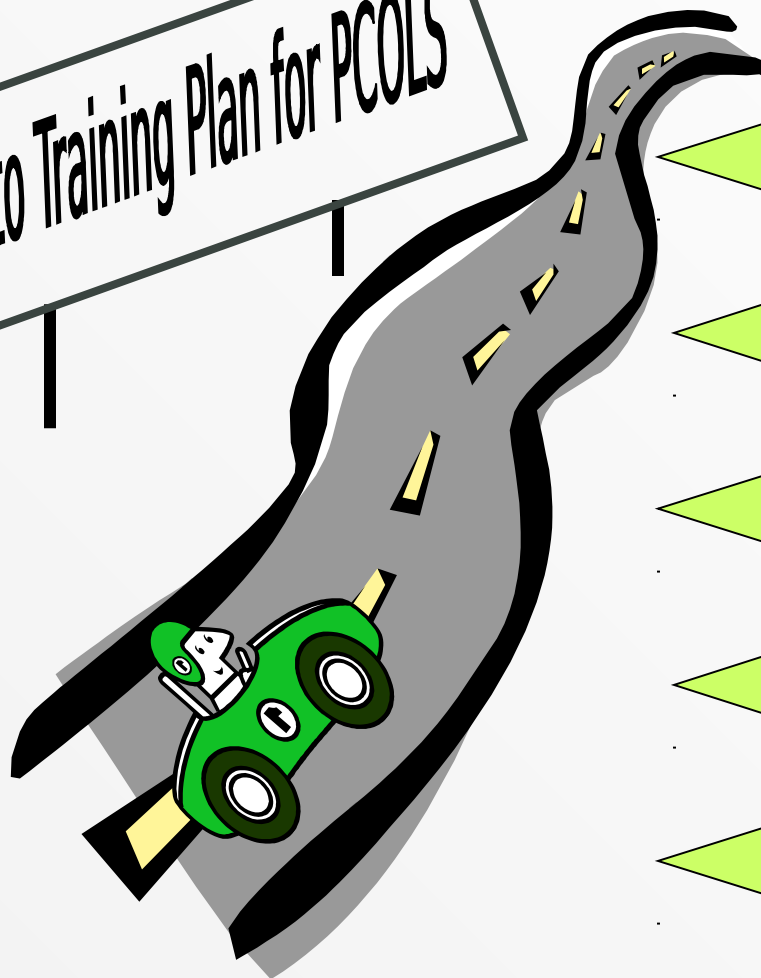




# The Training Plan for PCOLS



Road to Training Plan for PCOLS



**Denver - July 2008**

**Notification to A/OPCs to  
attend mandatory training**

**DAU On-Line Training  
Overview  
Available 02 June**

**Training "Scrub" Gathering  
Huntsville, AL 08 and 09  
April**

**Working Groups  
Development of PCOLS**



# Opportunistic Plan



## ■ April:

- ☐ 8/9: Huntsville Conference / Training Event
- ☐ 23/24: After-action IPT

## ■ May:

- ☐ Issue DPAP letter announcing schedule and goal
- ☐ FM/Component procurement leads issue memos endorsing schedule

## ■ June 02:

- ☐ DAU tutorial available online
- ☐ Notification to all A/OPCs to attend conference, fill out advance worksheets, and take on-line DAU tutorial

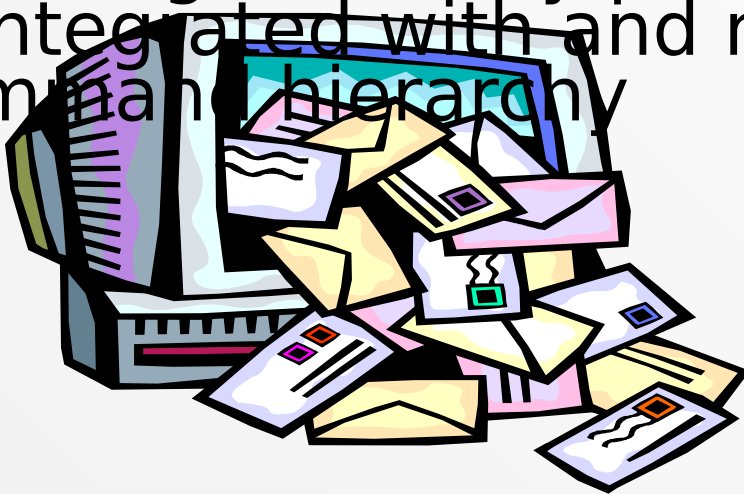




# Answering the Mail on Challenges



- Managing supervisory changes
- Training
- Establishing new managing accounts
- Loading all A/OPC managing accounts into PCOLS
- Ensuring hierarchy purchase card program is integrated with and mapped to command hierarchy





# Opportunistic Plan



- July 22 – 24: GSA SmartPay Conference
- August:
  - Begin deployment of all other users into PCOLS: DAU Managing Account Webinars begin
  - Targeted data mining field test commences
- October 15: Managing accounts established and DAU refresher course available online
- November 14: All cardholders in PCOLS

***NOTE: Cards can be issued by banks as accounts are established***



# Staying on Target



## ■ PCPMO commitment

- ☐ Establish leadership commitment across DoD
- ☐ Develop Marketing / Communication Plan
  - *Issue Email communication*
  - *Maintain information on DPAP web-site*
  - *Publish articles in service publications*
- ☐ Provide training materials; 24/7 helpdesk and Webinars
- ☐ Assist site / command to take the lead





# Opportunities for Future Success

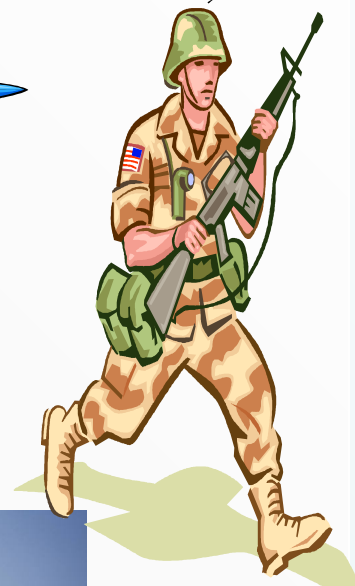
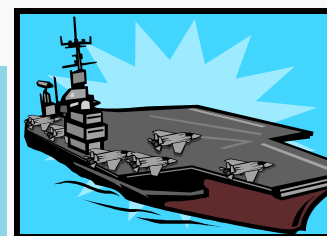
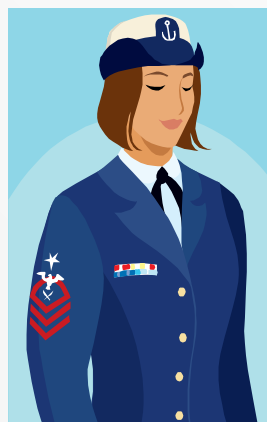
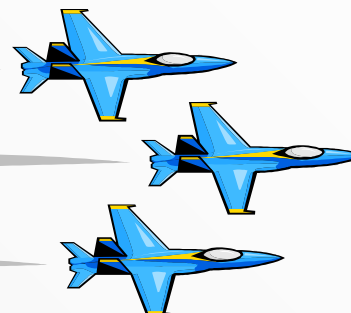
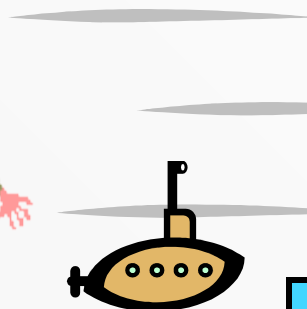


- Integration with Wide Area Work Flow (WAWF)
- DAU notification of course completion
- Reports design is open for discussion (hierarchy and tracking changes)
- To formalize changes to cardholder limits
- Automating the DD 577, Appointment Termination Record – Authorized Signature
- Creation of single sign-on with EMAIL
- 1099 Reporting integrated with DFAS





# PCOLS - Connecting Us All Together





# *Spread the Word – PCOLS is Coming*



■ Go Spread the Word – PCOLS is Coming!







# Purchase Card On-Line System



## ***PCOLS Overview***

David Armstrong,  
Contractor SAIC  
Supporting PCPMO



# EMMA



- *Today you will use EMMA and learn to:*
  - Define your purchase card hierarchy
  - Provision ... Identify individuals and their roles within that hierarchy
  - Remove users
  - Add organizations
  - Select roles for provisioning
  - And more ...





# AIM



- Authorization, Issuance, Maintenance
- Business rules ensure compliance with internal controls
- Engages Supervisors in card management
- DoD application migrating various formerly paper-based request forms to government web site
- Workflow tool performing various P-Card program account authorization and maintenance functions
- Draws from hierarchies (responsibilities and permissions) established in EMMA
- Initiate, approve and transmit requests for P-Card issuance and maintenance actions



# Data Mining / Risk Assessment



## ■ Data mining ...

- The process that electronically sifts through large repositories of data using data pattern recognition to identify
  - *Correlations, Patterns, and Trends*
  - *Intelligent learning system*

## ■ Risk assessment ...

- Allows assessment of a purchase card organization's health
  - *Quarterly reports available for download*
  - *Reports available down to A/OPC level*



# Where Do I Go For Help ?



## ■ eBusiness Policy Support Center (eBPSC)

...


- ☐ Website:  
[http://www.acq.osd.mil/dpap/pdi/eb/ebusiness\\_policy\\_support\\_center.html](http://www.acq.osd.mil/dpap/pdi/eb/ebusiness_policy_support_center.html)
- ☐ Toll Free Telephone:
  - 1-877-376-5787  
(1-877-ePOLSUPPORT)
- ☐ Email:
  - [defensepolicysupport@osd.mil](mailto:defensepolicysupport@osd.mil)

**The eBPSC provides Tier One policy support with escalation capability to Tiers Two and Three. Once fully implemented the eBPSC will provide a single point of entry within the DoD eBusiness community supporting multiple eBusiness systems for policy queries and issues.**



# Where Do I Go For Help ?



**DPAPSS** Defense Procurement, Acquisition Policy, and Strategic Sourcing

ACO Web | Site Map | Contact DPAP

DPAPSS > Program Development and Implementation > E-Business > EBusiness Policy Support Center (eBPSC)

Text Size Print Page

Search

DPAPSS Home

DPAPSS Operations

Defense Acquisition Regulations System

Contract Policy and International Contracting

Contract Policy

International Contracting

Program Acquisition and Contingency Contracting

Program Acquisition

Contingency Contracting

Cost, Pricing & Finance

Program Development and Implementation

E-Business

Purchase Card

Unique Identification

Strategic Sourcing

Items of Interest

Choose one

## EBusiness Policy Support Center (eBPSC)

### What is the eBusiness Policy Support Center?

On 01 November 2007 Defense Procurement and Acquisition Policy(DPAPSS), Program Development and Implementation (PDI) established an eBusiness Policy Support Center (eBPSC) to respond to government eBusiness policy inquiries from private sector and government parties. Policy issues may and often do transcend specific systems, applications and even organizations. This centralized eBusiness policy support center is well positioned to provide consistent and correct responses across the enterprise using updated information.

The eBPSC provides Tier One policy support with escalation capability to Tiers Two and Three. Once fully implemented the eBPSC anticipates providing a single point of entry within the military and Federal eBusiness community supporting seventeen eBusiness systems for policy queries and issues.

**Toll free telephone access is 1-877-376-5787 or 1-877-ePolSupport**

**Internet / Email access is through [defensepolicysupport@osd.mil](mailto:defensepolicysupport@osd.mil).**

Place "eBPSC Support Request" in the subject line.

**eBusiness Systems supported as of 01 November 2007**

**Electronic Data Access (EDA)**

For systems oriented help requests for logon, password or application issues and problems contact the EDA helpdesk at (866) 618-5988; (801) 605-7095 or DSN: 388-7095 or via Email at [ccassig@osd.disa.mil](mailto:ccassig@osd.disa.mil). Please ensure that the subject line states: "EDA Assistance".

**Item Unique Identification (IUID)**

For systems oriented help requests for logon, password or application issues and problems contact the IUID helpdesk at (703) 848-7314 or via Email at [info@uniquelid.org](mailto:info@uniquelid.org).

**FAQs**

Under construction.

**Operating Hours**

The current operating hours for telephone support are Monday through Friday from 0800 - 1630 Eastern Time.

In This Section

Up One Level



## Next Steps Today



- Role-based EMMA presentation ... *Maria Herbert*
- EMMA group exercises
- Role-based AIM presentation ... *Paul Schwartz*
- AIM group exercises
- General discussion / Feedback



# Questions

# Comments



# *Enterprise Monitoring and Management of Accounts*



## ***EMMA Version 2.0***

Maria Chenault -Herbert,  
Contractor SAIC  
Supporting PCPMO



# *Learning Objectives*



- EMMA Background
- Defining ...
  - ☐ Provisioning Process
  - ☐ Roles
  - ☐ Pools
  - ☐ Purchase Card Program Hierarchy
- How to...
  - ☐ Redeem Your Token and Log On
  - ☐ Select the Role for Provisioning
  - ☐ Create an Organization
  - ☐ Create a Role
  - ☐ Provision an Individual
  - ☐ Remove a User





# Enterprise Monitoring Management of Accounts



- Department-wide application used within PCOLS that captures hierarchies to grant system access to authenticated users
  - Documents hierarchies, including supervisors
- Necessary for other PCOLS applications to work
  - Enables AIM to determine who has the authority to authorize accounts for whom





# Provisioning



- Electronic process of documenting the chain of command in purchase card hierarchy
  - Top down process
  - Each level provisions level directly below
- Assigning uniquely identified individuals to specific roles
  - Enhances strategic program management
  - Increases security
  - Allows for improved future risk management



# Roles



- EMMA uses data available upon CAC log-on to bind users to specific roles (e.g., Agency / Organization Program Coordinator (A/OPC))
- Each role has:
  - A designated set of PCOLS access permissions
  - Specified approval responsibilities within AIM
  - Specified responsibilities for reviewing transactions identified as at risk of representing potential fraud, misuse, or abuse of purchase card
  - Each person is allowed to provision (identify) others only into the role directly below his or her own

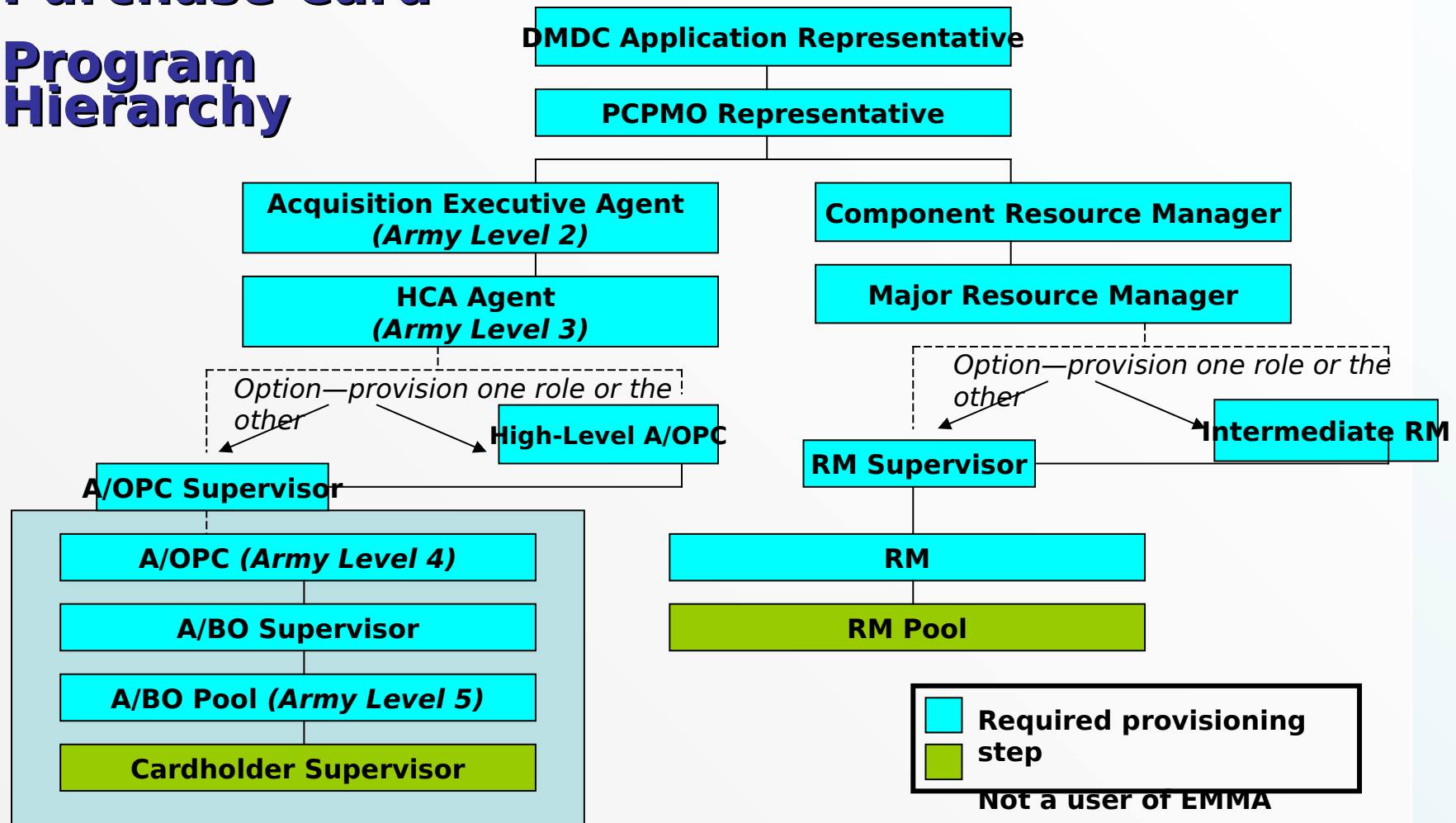




# EMMA



## Purchase Card Program Hierarchy

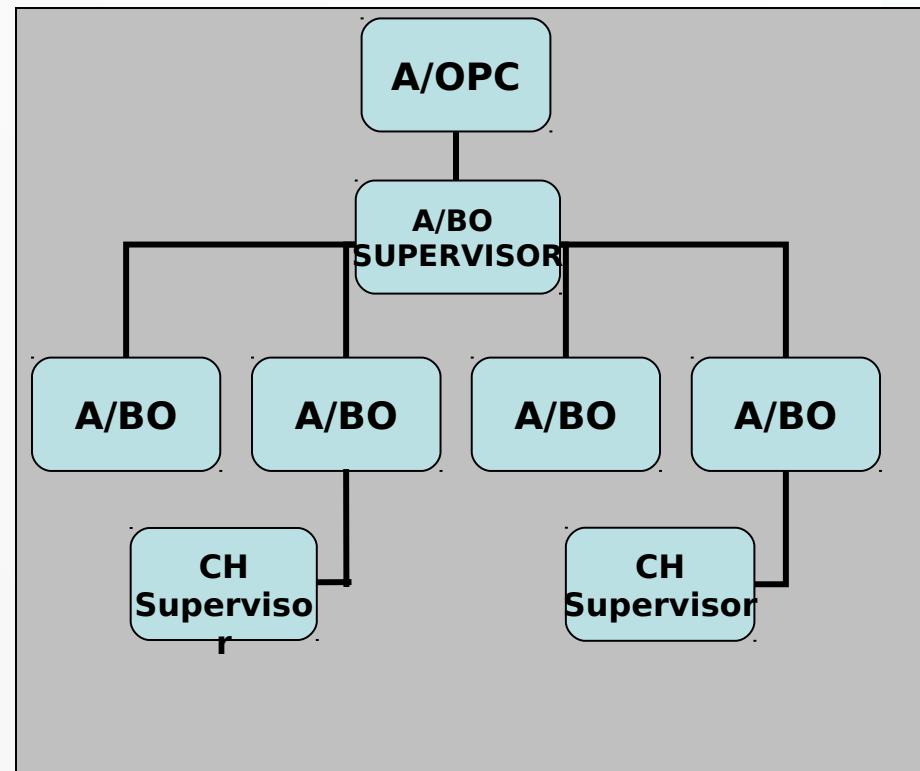




# Purchase Card Hierarchy



- Define your organization's purchase card hierarchy
- Start by arranging purchase card hierarchy on paper
  - Group A/BOs by supervisor
  - Create an organization for each A/BO Supervisor
  - Link those organizations to the A/OPCs
  - One person can have the same or different roles within different organizations





# Surrogates



- A/OPCs and Resource Managers (RMs) can identify surrogates to act on their behalf for any needed period of time
  - Only one surrogate may be assigned at a time
  - Surrogates remain provisioned until the primary user removes them
  - Surrogates can provision the role directly below them and view or add organizations





# Pools



- Used to establish a group of individuals who own the same set of actions
  - For example, within a financial management office, any one of a pool of individuals is authorized to update a line of accounting on a designated set of managing accounts







# Redeem Your Token and Log On



## How to ...

- You will receive an Email from the person who provisioned you that contains a token
  - Click on the link to accept the role
  - Use your CAC to authenticate your identity
- If the Email link does not work use the EMMA URL
  - Insert your CAC into the CAC reader
  - Go to: <https://www.dmdc.osd.mil/appj/emma-web/>
    - *Select the appropriate certificate (choose your name from the list)*
    - *Enter your CAC PIN*
    - *At login screen enter token number from Email with embedded token*
    - *You will be taken to the EMMA homepage*





# Redeem Your Token and Log On (Cont ...)



## How to ...

- You have up to 30 days to use the token before it expires
- You can use the token to access EMMA only once
- When you have redeemed your token, the individual who provisioned you will be notified by email
- If you receive a message that an error occurred, contact your supervisor





# Token Redemption - A/OPC



**Token Redemption for role: Agency/Organization Program Coordinator - Message (Plain Text)**

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward [Icons]

From: lennon.john.ctr@osd.pentagon.mil Sent: Mon 03/24/2008 3:30 PM  
To: Hamilton, Bradley CTR DMDC  
Cc:  
Subject: Token Redemption for role: Agency/Organization Program Coordinator

The following token has been generated for you by John Lennon.

Please click on this link <https://www.dmdc.osd.mil/appj/emma-web/TokenHandlerAction.do?newSession=true&token=558610315> to accept the role as the 'Agency/Organization Program Coordinator' in the 'Army (P) Test' organization for the AIM application. You will need to authenticate yourself using your Common Access Card (CAC).

If this link does not work, go to the EMMA application using this URL (<https://www.dmdc.osd.mil/appj/emma-web/>) and copy the following token 558610315 into the Token text box and click the Redeem Token button.

After this initial token redemption, you will be able to log in with just your CAC.

This token will expire in 30 day(s).



# Log on



How  
to ...

DMDC

Information and Technology for Better Decision Making

## EMMA

DMDC - Enterprise Monitoring and Management of Accounts

[Ligon](#) | [Contact](#) | [Help](#)

### Consent Notification

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

IF YOU ARE NOT AN AUTHORIZED USER, EXIT IMMEDIATELY.

### Select Login Method

- ☒ Common Access Card (CAC)
- ☐ Redeem Token

Token:

[Continue](#)

When you receive an e-mail token, click "Common Access Card" and enter the token number. Click "Continue".

Version: 2.00.009



# A/OPC Redeems Token



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## EMMA

DMDC - Enterprise Monitoring and Management of Accounts

✓ You have successfully redeemed your token. You are now logged into your application.

Welcome Bradley Hamilton

## EMMA Home Page

From this page you can select which application and role you want perform tasks as. You can return to this page any time by clicking on the Home link at the top of the page.

### Select Role/Manage Surrogates

Choose a role and click the Select Role button to manage organizations and users. Or you can assign or unassign your surrogate by clicking on the Assign Surrogate button or the Unassign Surrogate button. (You can not unassign yourself as the surrogate to someone else.)

| Select                           | Application | Organization  | Role Name                               | Your Surrogate |
|----------------------------------|-------------|---------------|---|----------------|
| <input checked="" type="radio"/> | AIM         | Army (P) Test | Agency/Organization Program Coordinator |                |

Select Role

Add Surrogate User

### Confirm Email Address

Bradley Hamilton please ensure that the email address listed below is your current email address. This email address will be used when you provision users so that you will be notified of the status of the provisioning process. If the email address is not correct, enter the email address you would like to use to receive notifications from EMMA and then press the Update Email Address button.

**Current Email Address:** bradley.hamilton.ctr@osd.pentagon.mil

**New Email Address:**

Update Email Address

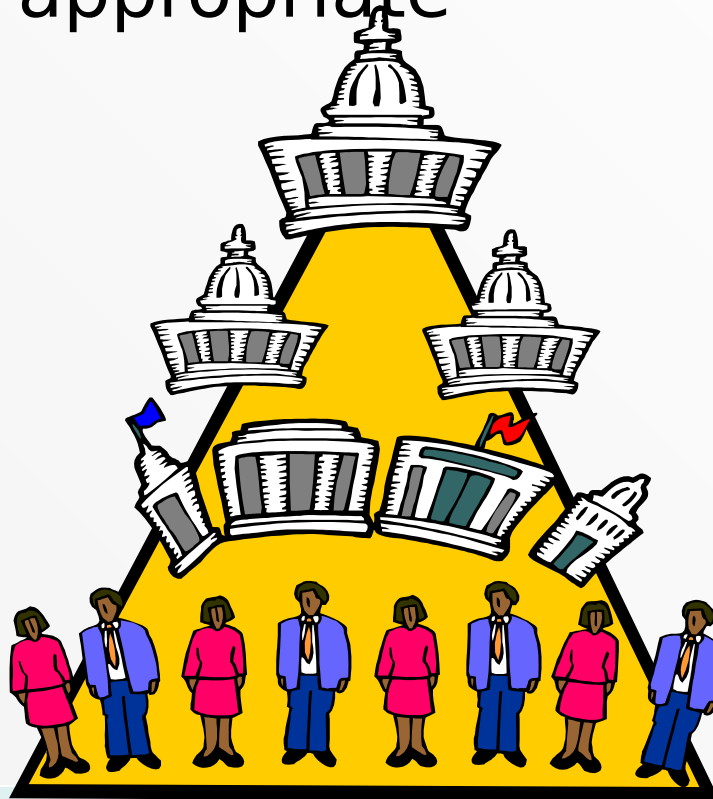


# Create an Organization



## How to ...

■ If you need to provision more than one individual, you may choose to create separate organizations for each individual, as appropriate





# A/OPC Creates an Organization



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## EMMA

DMDC Enterprise Monitoring and Management of Accounts

[Home](#) | [Logoff](#) | [Contact](#) | [Help](#)

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > Provisioning

## Provisioning for AIM

Select an organization or role below to view/update information.

Army (P) Test

Organization details

Agency/Organization Program Coordinator

### Army (P) Test (403594)

Organization Description:  
Organization Affiliation: **U.S. Army**  
Mailing Address: **1600 N. Beauregard Street  
Alexandria, VA 22311**  
POC Primary Phone: **703-820-0200**

[More info...](#)

Add Organization



# A/OPC Creates an Organization



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## EMMA

DMDC Enterprise Monitoring and Management of Accounts

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > Provisioning

## Provisioning for AIM

Select an organization or role below to view/update information.

- Army (P) Test
  - Organization details
  - Agency/Organization Program Coordinator

### Army (P) Test (403594)

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[More info...](#)

Add Organization



# A/OPC Creates an Organization



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[Home](#) | [Logoff](#) | [Contact](#) | [Help](#)

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > [Provisioning](#) > Create Organization

## Add Organization

Enter your Organization information and click "Add Organization". Required fields are indicated by a red star (\*) next to the field name.

### General Information

\*Organization Name:

Description:

Organization URL:

(e.g., <http://www.dmdc.osd.mil/>)

\*Organization Affiliation:





# A/OPC Creates an Organization



## Mailing Address

|                         |   |
|-------------------------|---|
| *Country:               | <input type="text" value="United States"/>                |
| *Street Address Line 1: | <input type="text" value="1600 N. Beauregard Street"/>    |
| Street Address Line 2:  | <input type="text"/>                                      |
| Street Address Line 3:  | <input type="text"/>                                      |
| *City:                  | <input type="text" value="Alexandria"/>                   |
| *State:                 | <input type="text" value="Virginia"/>                     |
| *Zip Code:              | <input type="text" value="22311"/> - <input type="text"/> |
| Building Number:        | <input type="text"/>                                      |
| Room Number:            | <input type="text"/>                                      |



# A/OPC Creates an Organization



## Contact

International Dialing Prefix:

International Country Code:

\*POC Area Code:

\*POC Primary Phone (Number/Ext):

POC Secondary Phone (Number/Ext):

POC Fax (Number/Ext):

Toll-Free Phone (Area Code/Number):

DSN Area Code:

DSN Primary Phone (Number/Ext):

DSN Secondary Phone (Number/Ext):

DSN Fax Phone (Number/Ext):

Add Organization

Cancel



# A/OPC Creates an Organization



## Contact

International Dialing Prefix:

International Country Code:

\*POC Area Code:

\*POC Primary Phone (Number/Ext):

POC Secondary Phone (Number/Ext):

POC Fax (Number/Ext):

Toll-Free Phone (Area Code/Number):

DSN Area Code:

DSN Primary Phone (Number/Ext):

DSN Secondary Phone (Number/Ext):

DSN Fax Phone (Number/Ext):

Add Organization

Cancel



# A/OPC Creates an Organization



DMDC

Information and Technology for Better Decision Making

[Home](#) | [Logoff](#) | [Contact](#) | [Help](#)

## EMMA

DMDC Enterprise Monitoring and Management of Accounts

✓ **Army - BH was successfully added.**

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > Provisioning

## Provisioning for AIM

Select an organization or role below to view/update information.

- Army (P) Test
  - Organization details
  - Agency/Organization Program Coordinator
- Army - BH
  - Organization details

Choose an item on the left to continue processing.



# A/OPC Creates a Role



DMDC

Information and Technology for Better Decision Making

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## EMMA

DMDC Enterprise Monitoring and Management of Accounts

✓ **Army - BH was successfully added.**

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > Provisioning

## Provisioning for AIM

Select an organization or role below to view/update information.

- Army (P) Test
  - Organization details
  - Agency/Organization Program Coordinator
    - Army - BH
      - Organization details

**Army - BH (403614)**

[Update](#)

[Remove Organization](#)

Organization Description:

Organization Affiliation:

Mailing Address:

POC Primary Phone:

**U.S. Army**

**1600 N Beauregard Street  
Alexandria, VA 22311**

**703-820-0200**

[More info...](#)

[Add Role](#)



# A/OPC Creates a Role



DMDC

Information and Technology for Better Decision Making



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Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > [Provisioning](#) > Add Role

## Add Role

Enter the following information for the role you wish to add and click "Add Role" to complete.

### Role Information

Role Type:



# A/OPC Creates a Role



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## EMMA

DMDC Enterprise Monitoring and Management of Accounts

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You have successfully added the Role: Approving/Billing Officials Supervisor

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > Provisioning

## Provisioning for AIM

Select an organization or role below to view/update information.

- Army (P) Test
  - Organization details
  - Agency/Organization Program Coordinator
  - Army - BH

Choose an item on the left to continue processing.



# A/OPC Creates a User



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## EMMA

DMDC Enterprise Monitoring and Management of Accounts

✓ You have successfully added the Role: Approving/Billing Officials Supervisor

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > Provisioning

## Provisioning for AIM

Select an organization or role below to view/update information.

Army (P) Test

Organization details

Agency/Organization Program Coordinator

Army - BH

Organization details

Approving/Billing Officials Supervisor

Approving/Billing Officials Supervisor

Remove Role

User List: Users Provisioned: 0 Maximum: 1

Update User

Add User

Remove User





# A/OPC Provisions an A/BO Supervisor



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## EMMA

DMDC Enterprise Monitoring and Management of Accounts

Welcome Bradley Hamilton, you are logged in as the Agency/Organization Program Coordinator for the application AIM

[Home](#) > [Provisioning](#) > Assign User

## Add User

Enter the email address of the person you wish to add with the role of **"Approving/Billing Officials Supervisor"**.

Required fields are indicated by a red star (\*) next to the field name.

### User Details

\*Email Address:

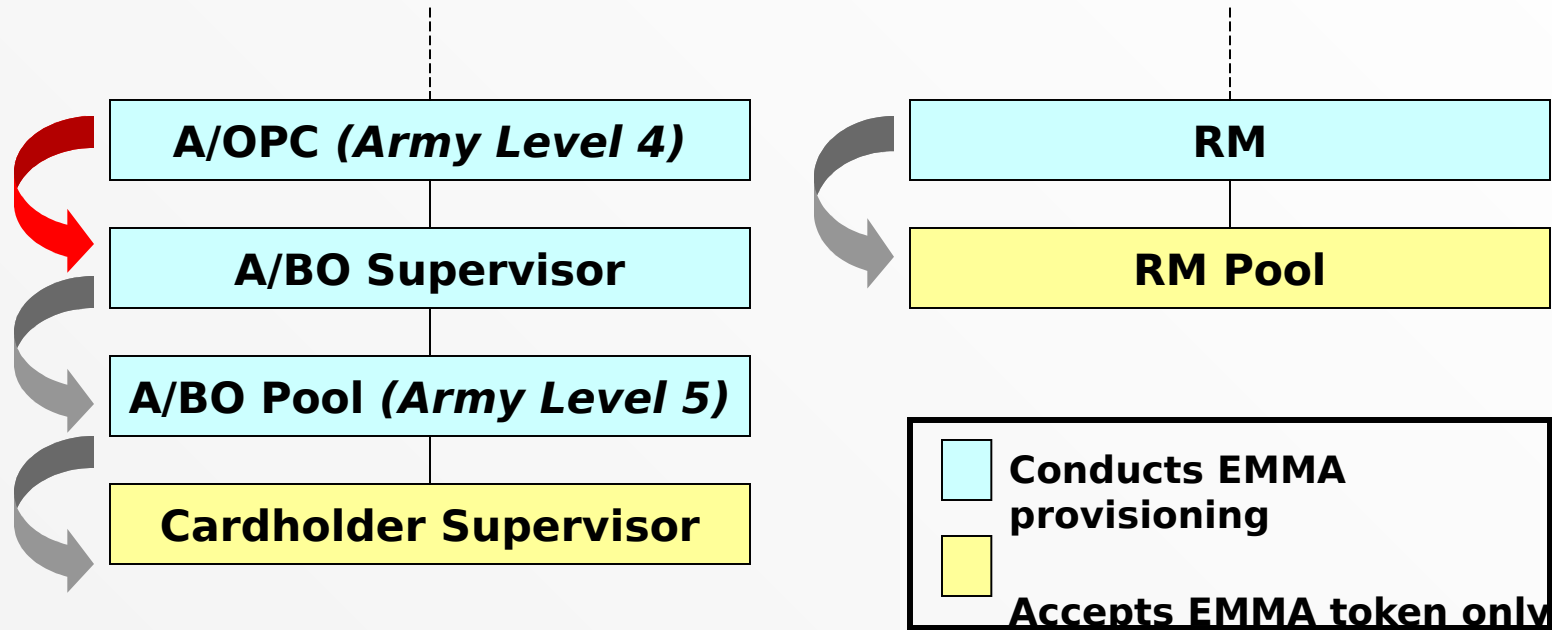
\*How many days does user have to accept this Role?:  (1 - 30)



# Provisioning Flow



## EMMA Roles



- Each level requires the same number of steps to provision the next level below in the hierarchy.
- Create an organization, then a role, then a user



# *A/BO Provisions a Cardholder Supervisor*



- A/BO Provisions a cardholder supervisor
  - The cardholder supervisor is the nominee
  - The supervisor receives an email
  - The supervisor redeems token
  - That is the extent of Cardholder Supervisor's role/involvement with EMMA
  - Cardholder Supervisor now has permissions to act in AIM



# *RM Provisions an RM Pool*



## ■ RM Provisions an RM Pool

- ☐ Each RM Pool member is a nominee
- ☐ Each RM Pool member receives an email
- ☐ Each RM Pool member redeems token
- ☐ That is the extent of the RM Pool member's role/involvement with EMMA
- ☐ RM Pool member now has permissions to act in AIM



# Questions ...?





# ***EMMA***

## ***Practical Exercise***



# EMMA Exercise: Hands-on Practice



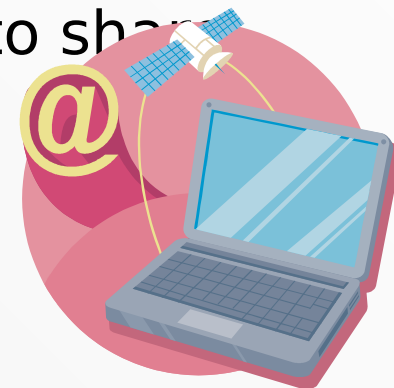
- Break into four-person teams and select your role
  - ☐ A/OPC
  - ☐ A/BO Supervisor and Cardholder Supervisor (both play single role)
  - ☐ A/BO
  - ☐ Resource Manager
- Insert CAC for your role and use EMMA to provision role directly below yours
  - ☐ A/OPC and RM are already provisioned to facilitate the exercise
- Log into e-mail account assigned to your team and accept your token
  - ☐ One account will be shared by all four roles on a team



# EMMA Exercises: Team Information



- Your team will be assigned...
  - Exercise data sheet
  - Team number (found on CAC and exercise data sheet)
  - Set of four CACs
  - One e-mail account for the team to share
    - *URL*
    - *E-mail address*
    - *Password*







# EMMA Exercises: Tips



- Begin at <https://www.dmdc.osd.mil/appj/emma-web/>
- Personal ID number (PIN) for **everyone** is 77777777 (the number “7” entered eight times)
- If you share a computer, log out of EMMA, close the browser, and remove the CAC before changing roles
- Please be sure to return your cards to the support team immediately after the exercise





# *Authorization, Issuance, and Maintenance*



## ***AIM Version 1.2***

Paul Schwartz,  
Contractor SAIC  
Supporting PCPMO



# *Learning Objectives ...*



- Purpose
- Overview
- Roles and Responsibilities
- How to...
  - ☐ Log on
  - ☐ Check Your Task In-Box
  - ☐ Issue a Managing Account
  - ☐ Maintain a Managing Account
  - ☐ Issue a Cardholder Account
  - ☐ Maintain a Cardholder Account

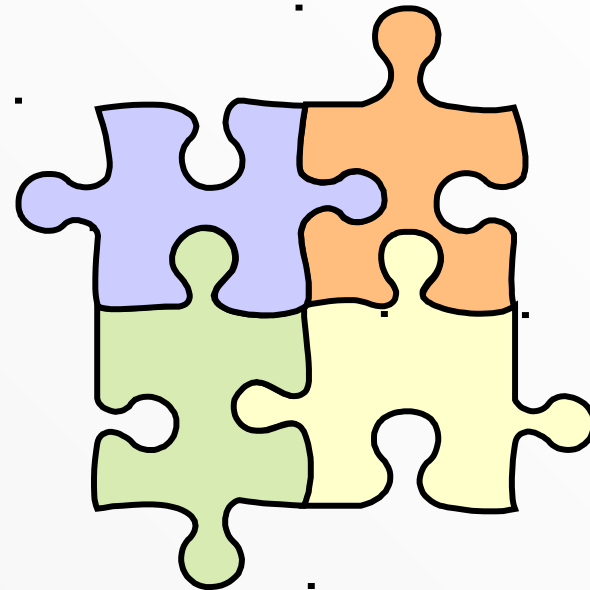




# Purpose



- This presentation offers AIM 1.2 guidance for PCOLS users
- Roles covered...
  - ☐ A/OPC
  - ☐ A/BO Supervisor
  - ☐ A/BO Pool Member
  - ☐ Cardholder Supervisor
  - ☐ Cardholder
  - ☐ Resource Manager and RM Pool Member

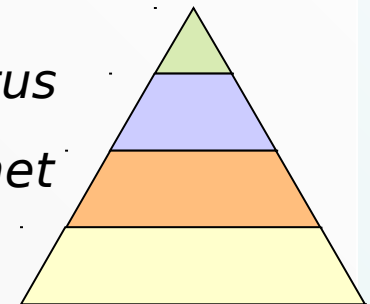




# Overview



- AIM is a workflow tool used to perform various Purchase Card Program account issuance and maintenance functions
- AIM draws from hierarchies recorded in EMMA
  - Determines who has responsibility and permission to initiate and approve requests for purchase card issuance and maintenance, such as...
    - *Updating card transaction/spending limits*
    - *Changing Merchant Category Code (MCC) status*
    - *Ensuring ongoing training requirements are met*
    - *Ensuring lines of accounting are current*





## Overview (Continued)



- When card issuance or maintenance requests are processed through all necessary approvals in AIM, they are sent automatically to the bank for action
- AIM is the gateway to the banking institutions
  - A/OPC is the gatekeeper

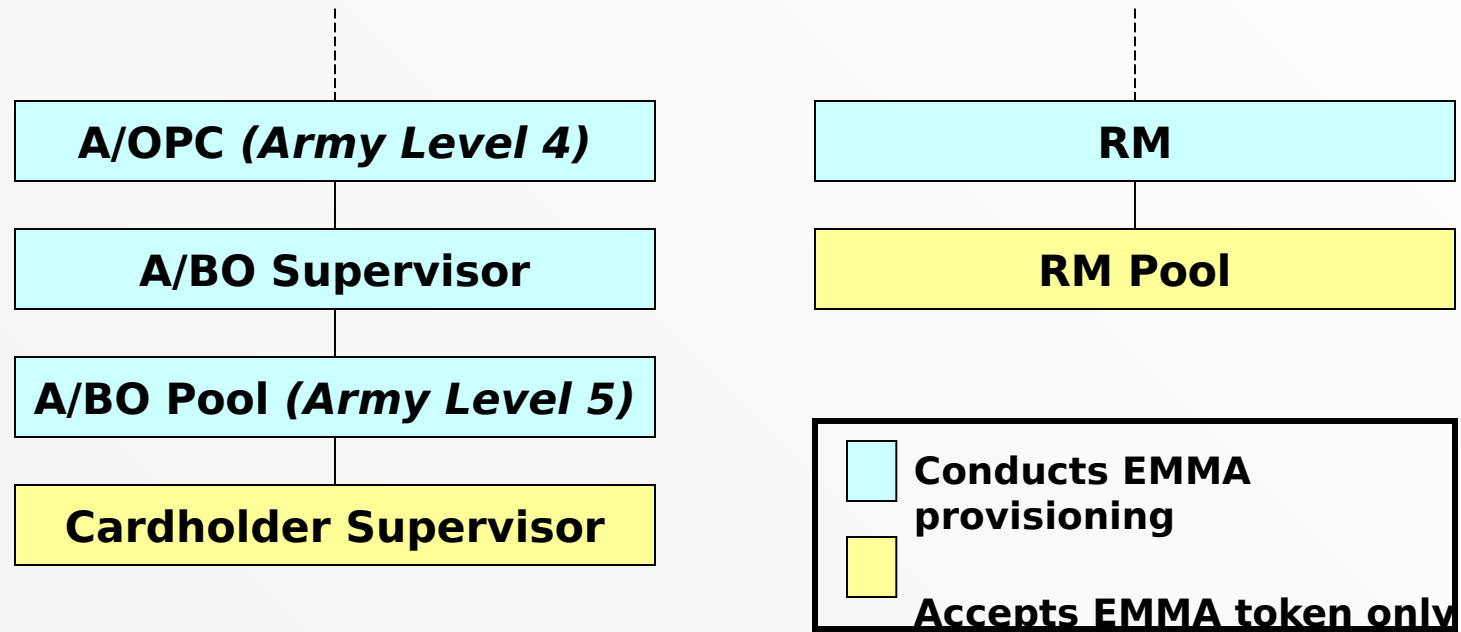




# From EMMA to AIM



## EMMA Roles

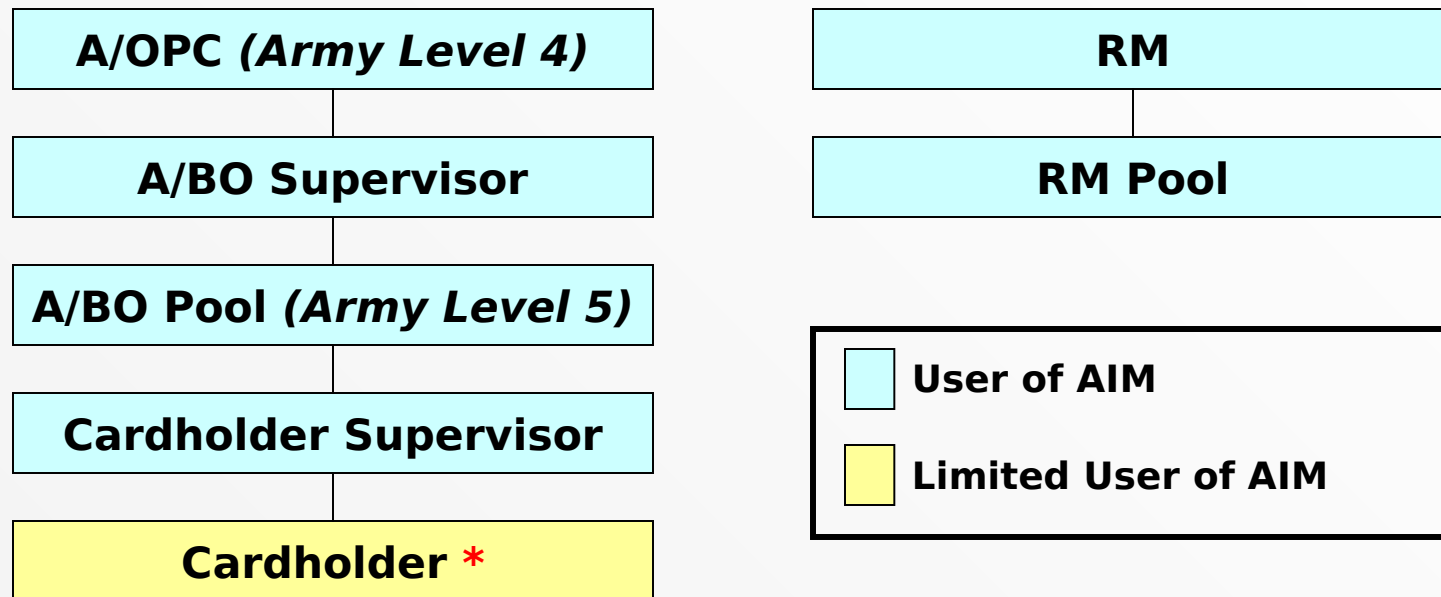




# From EMMA to AIM (Continued)



## AIM Users



**\* Cardholders access AIM only during account establishment**





# Two Types of Accounts



## ■ Managing Accounts (MA)

- Umbrella accounts
  - *Responsibility delegation*

- May contain up to 7 Cardholder Accounts

## ■ Cardholder (CH) Accounts

### Managing Account

**Cardholder Account 1**

**Cardholder Account 2**

**Cardholder Account 3**

**Cardholder Account 4**

**Cardholder Account 5**

**Cardholder Account 6**

**Cardholder Account 7**



# AIM Roles and Responsibilities... A/OPC



The A/OPC uses AIM to...

- Approve account workflow actions prior to submission to banks (act as gatekeeper, or link between workflow and bank)
- Maintain Managing Accounts
  - Update purchase limits (increase/decrease)
  - Cancel, suspend, and reactive accounts
  - Initiate update of A/BO's responsible for accounts
  - Update training and delegation dates
  - Update organization names





# AIM Roles and Responsibilities...

## A/OPC (Continued)



The A/OPC uses AIM to...

- Maintain Cardholder Accounts

- ☐ Update spending limits (increase/decrease)
- ☐ Cancel, suspend, and reactivate accounts
- ☐ Update training and delegation dates
- ☐ Update organization names
- ☐ Update special designations



- View summary reports (under development)

- Validate that training and refresher training have occurred at Cardholder and A/BO levels

- ☐ Manual process that requires paper certificate



# AIM Roles and Responsibilities... A/BO Supervisor



The A/BO Supervisor uses AIM to...

- Initiate requests to establish Managing Accounts
- Approve nomination of Resource Manager by A/BO when creating managing accounts
- Maintain Managing Accounts
  - Update purchase limits (increase/decrease)
  - Update A/BOs responsible for accounts
  - Cancel, suspend, and reactivate accounts
- Approve Cardholder requests
  - Only when A/BO and CH Supervisor roles are filled by a single person





# AIM Roles and Responsibilities... A/BO



The A/BO uses AIM to:

- Accept Managing Account nominations
- Initiate Cardholder Account requests
  - When revisions are made to a CH account request, the A/BO pool may update, approve, or terminate the request
    - ***When a nominated CH rejects a nomination, the A/BO pool nominates another CH for the account***
- Maintain Managing Accounts
  - Update purchase limits (increase/decrease)
  - Reactivate accounts
  - Update Organization Names





# AIM Roles and Responsibilities... Cardholder Supervisor



The Cardholder Supervisor uses AIM to...

- Approve Cardholder Account requests
- Maintain Cardholder Accounts
  - Conduct periodic reviews to ensure appropriateness of Cardholder limits (under development)
- Ensure Cardholder has completed training





# AIM Roles and Responsibilities... Cardholder



The Cardholder uses AIM to...

- Accept Cardholder Account nomination
- Access AIM only during account establishment

Note: Contact CH Supervisor for all purchase card concerns

- Spending limits, Merchant Category Code issues (MCC), etc.





# AIM Roles and Responsibilities... Resource Manager



The RM uses AIM to...

- Accept Resource Manager nominations in Managing Account issuance processes
- Assist in assigning and reducing funding limits and default/alternate lines of accounting (LOAs) for Managing and Cardholder Accounts
- Establish electronic data interchange (EDI) capabilities and determine correct payment processing
- Authorize Cardholders to reallocate LOA





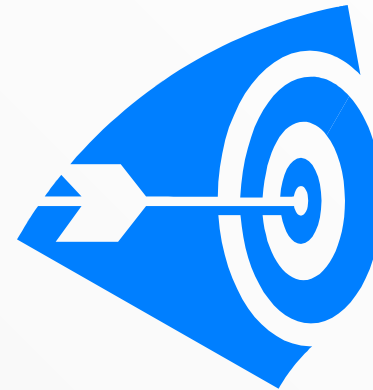


# *Learning Objectives*



## ■ How to...

- ☐ Log On
- ☐ Select Appropriate Role
- ☐ Check Task Inbox
- ☐ Issue Managing Account
- ☐ Maintain Managing Account
- ☐ Issue Cardholder Account
- ☐ Revise Cardholder Nomination
- ☐ Revise Cardholder Account
- ☐ Maintain Cardholder Account



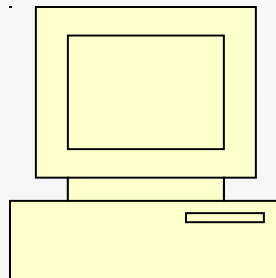
## ■ AIM Tips



# Log On



- After you have been provisioned in EMMA, you will use your CAC to log on to AIM
- Go to <https://www.dmdc.osd.mil/appj/aim/>
- RMs and Cardholders, if you are redeeming an AIM token, click the token-embedded AIM link in the notification email
  - Alternatively, you may enter the token at the AIM homepage





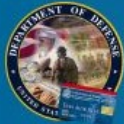
# Log On (Continued)



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[Report Issues](#) | [Help](#) | [Contact](#) | [Log On](#)



## Purchase Card

### Log on

Please select a method to log on:

#### CAC Log on

Click this button to log on to the Purchase Card Online System (PCOLS). Use this if you have already been assigned a role, redeemed the token, and wish to access the Authorization, Issuance, and Maintenance (AIM) or DMDC Enterprise Monitoring and Management of Accounts (EMMA) web applications.

CAC Log on

Click "CAC Log on" and enter your CAC personal identification number (PIN).

#### Redeem Token

Click this button if you have received a new token for a role and wish to redeem it. Be sure to enter the token into the textbox provided prior to clicking this button. By using this feature, cardholders will be given the option to accept or reject this role. For everyone else, this feature will accept your new role, and allow you to log in with your just your CAC Card in the future.

Token:

Redeem Token

Or, if you received an email token, enter the token number and click "Redeem Token."

### WARNING NOTICE and CONSENT TO MONITOR

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including insurance that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.




# Log On (Continued)



- All roles except Cardholder Supervisor and RM pool will be taken to this webpage and given the option to access AIM or EMMA

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## Purchase Card

### Authorization, Issuance and Maintenance

[Report Issues](#) | [Help](#) | [Contact](#) | [Logoff](#)

Welcome Group Ten ABO-CH Supv.

#### AIM Logon

Click this button to access the Authorization, Issuance and Maintenance (AIM) web application. Use AIM to add, update and approve Managing and Cardholder Accounts.

➔ Logon to AIM

#### EMMA Logon

Click this button to access the DMDC Enterprise Monitoring and Management of Accounts (EMMA) web application. Use EMMA if you want to add or update users of AIM.

➔ Logon to Emma

Privacy Act Statement

Click "Logon to AIM"



# Log On (Continued)



*RMs and Cardholders: Click the AIM token link in the notification email*

✉ Purchase Card: Resource Manager Nomination for Account Name: MA\_3.25.001 - Message (Plain Text)

File Edit View Insert Format Tools Actions Help



From: pcols\_admin@osd.pentagon.mil

Sent: Tue 03/25/2008 9:24 AM

To: username@email.com

Cc:

Subject: Purchase Card: Resource Manager Nomination for Account Name: MA\_3.25.001

You have been nominated as a Resource Manager for a new Managing Account:

Account Name: MA\_3.25.001

Account Description: Test

Please login to Purchase Card: Authorization, Issuance and Maintenance via the following link to complete the nomination:

<https://pkict.dmdc.osd.mil/appj/aim/TokenHandlerAction.do?newSession=true&redeemToken=236811129>

Click the link in the nomination email to redeem your token and accept the nomination.



# Select Appropriate Role



*If you hold multiple roles, select the role you would like to act upon for this session.*

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Report Issues | Help | Contact | Logoff | EMMA

## Purchase Card




Authorization, Issuance and Maintenance

Welcome Anjori Sinha.

### Role Selection

Anjori, please select a role to access AIM.  
To select a role, click on the Select button next to the desired role name. You can also double click on the row.

Displaying 1 - 8 of 8 # To Display 10

|  | Role Name                               | Organization                  |
|--|---|-------------------------------|
|  Select  | Agency/Organization Program Coordinator | Training Site 1               |
|  Select | Approving/Billing Officials Supervisor  | Training Site 5 - Supplies    |
|  Select | Approving/Billing Official Pool         | Training Site 7 - Educational |

Privacy Act Statement

Select the role you would like to act upon for this session.






# Check Task Inbox



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 **Purchase Card**  
Authorization, Issuance and Maintenance

Report Issues | Help | Contact | Logoff | EMMA

**Task Inbox** | Managing Accounts | Cardholder Accounts | Accounts in Progress | Profile


Welcome Sasha Greene. You are logged in as the [Purchase Card Agency/Organization Program Coordinator](#).

## Task Inbox

Sasha, you have **1** task(s).  
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.

Displaying 1 - 1 of 1

# To Display 10

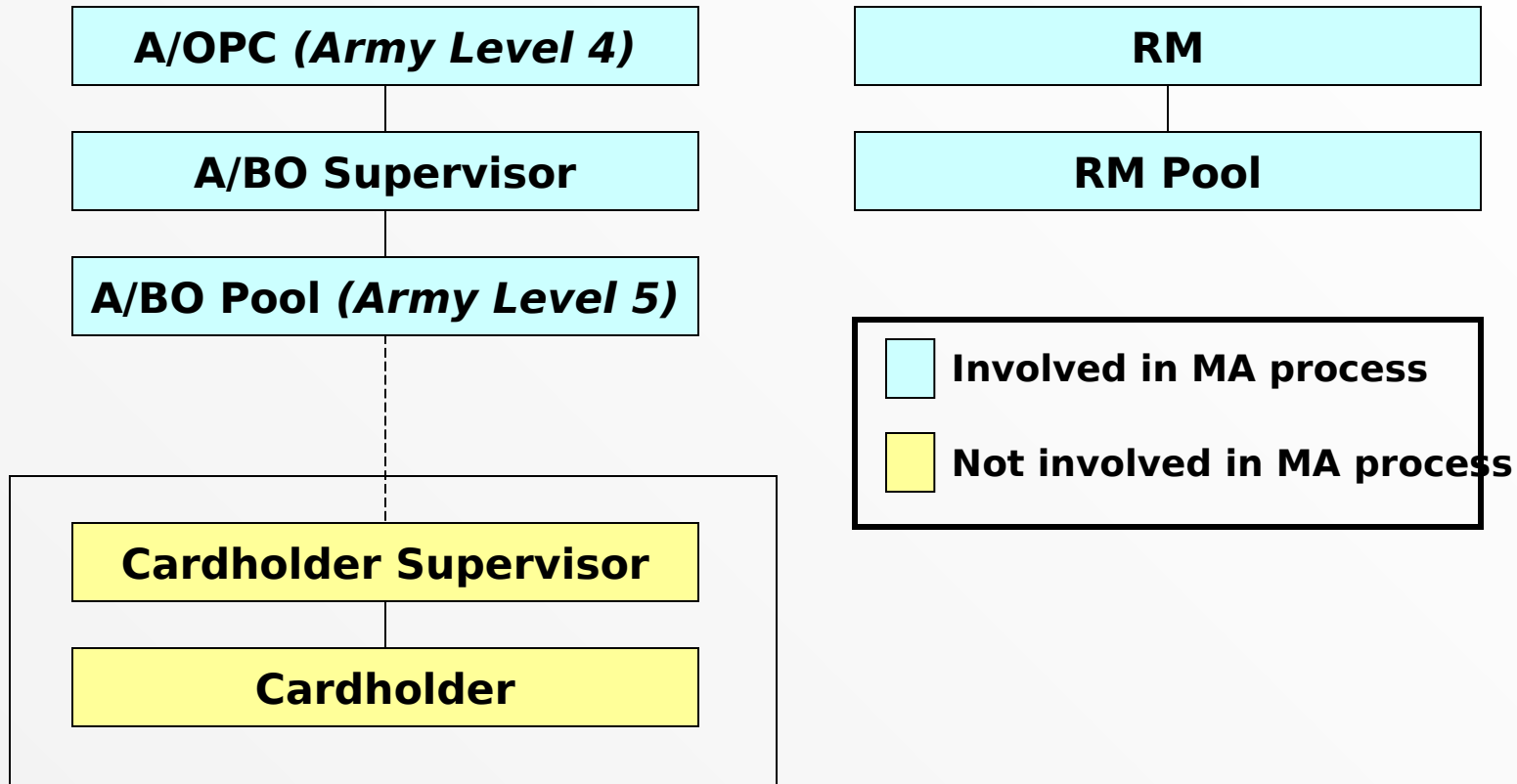
|  | Status | Acquired   | Description   | Comments |
|--|--------|------------|---|----------|
|  Select | New    | 10/10/2007 | Please approve the suspension of the managing account along with its cardholder accounts. |          |

Privacy Act Statement

*The Task Inbox shows the status of the tasks assigned to you.*



# Managing Accounts



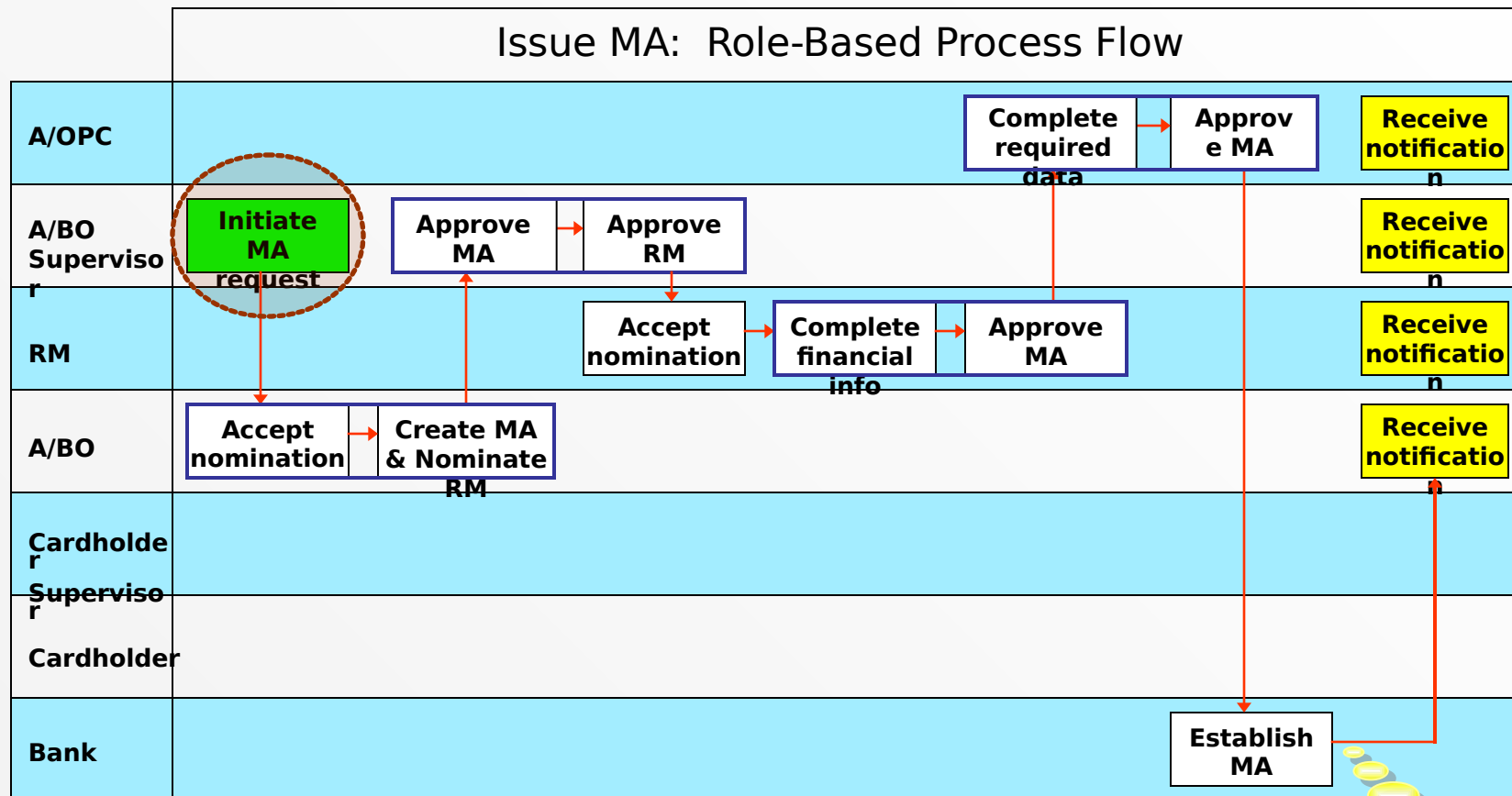




# Issue Managing Account



## Issue MA: Role-Based Process Flow



Two business days



# Issue Managing Account (Continued)



## Workflow begins with A/BO Supervisor...

A/BO Supervisor selects a pool of primary and alternate A/BOs to associate with the MA

- ☐ You must have one primary A/BO and may select up to four alternates
- ☐ If an individual you intend to nominate is not listed, you must provision him or her through EMMA and then restart the AIM workflow
- ☐ When selection is complete, AIM notification emails are sent to selected A/BOs and tasks appear in the Primary A/BO's Inbox





# Issue Managing Account (continued)



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Report Issues | Help | Contact | Logoff | EMMA



## Purchase Card

### Authorization, Issuance and Maintenance

[Task Inbox](#) [Managing Accounts](#) [Accounts in Progress](#) [Profile](#)

Welcome Jesse A Horrocks. You are logged in as the Approving/Billing Official Supervisor.

## Initiate Managing Account Creation or Maintenance Request [Search for Account](#)

### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.




Request new managing account




**1. To request a new account, click "Request new managing account."**

### Request Maintenance

To request maintenance (i.e., update, suspend or delete) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.



# To Display 10 

|  | Office Name | Justification                  | Account Number | Status |
|--|-------------|--------------------------------|----------------|--------|
|  Select | 4500-2TFG   | Interior comforts for the home | *****5649      | Active |
|  Select | 4600-3RHT   | The mighty managing accounts   | *****9467      | Active |
|  Select | 4700-2TPS   | Fisheries and other fine items | *****7694      | Active |



# Issue Managing Account (Continue)



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[Report Issues](#) | [Help](#) | [Contact](#) | [Logoff](#) | [EMMA](#)



## Purchase Card Authorization, Issuance and Maintenance

[Task Inbox](#)

**Managing Accounts**

[Accounts in Progress](#)

[Profile](#)

Welcome Jesse A Horrocks. You are logged in as the Approving/Billing Official Supervisor.

### Nominate Approving/Billing Officials for Managing Account

Please nominate the Primary and Alternate Approving/Billing Officials associated with this Managing Account request. Up to four (4) Alternate Approving/Billing Officials may be selected. If the individual(s) you intend to nominate is not listed, please click on the EMMA link, provision them in the system, then restart this workflow.

| Primary               | Alternate                | Name              | Email Address      |
|-----------------------|--------------------------|-------------------|--------------------|
| <input type="radio"/> | <input type="checkbox"/> | Brad Hamilton     | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Buford T. Justice | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Han Solo          | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Mark Rattner      | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Stacey Hamilton   | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Charles Jefferson | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Jeff Spicoli      | username@email.com |
| <input type="radio"/> | <input type="checkbox"/> | Enos Burdette     | username@email.com |



Nominate



Cancel

**2. Select your primary and alternate A/BOs, and click "Nominate."**



# Issue Managing Account (Continued)



**Green** Bar indicates the action was successful

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Report Issues | Help | Contact | Select Role | Logoff | EMMA

## Purchase Card

Authorization, Issuance and Maintenance

Task Inbox Managing Accounts Cardholder Accounts Accounts in Progress Profile

✓ Your action was successful

Welcome Group Ten ABO-CH Supv. You are logged in as the Approving/Billing Officials Supervisor.

**Red** Bar indicates the action failed

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Report Issues | Help | Contact | Select Role | Logoff | EMMA

## Purchase Card

Authorization, Issuance and Maintenance

Task Inbox Managing Accounts Cardholder Accounts Accounts in Progress Profile

✗ You must select one(1) Primary Approving/Billing Official.

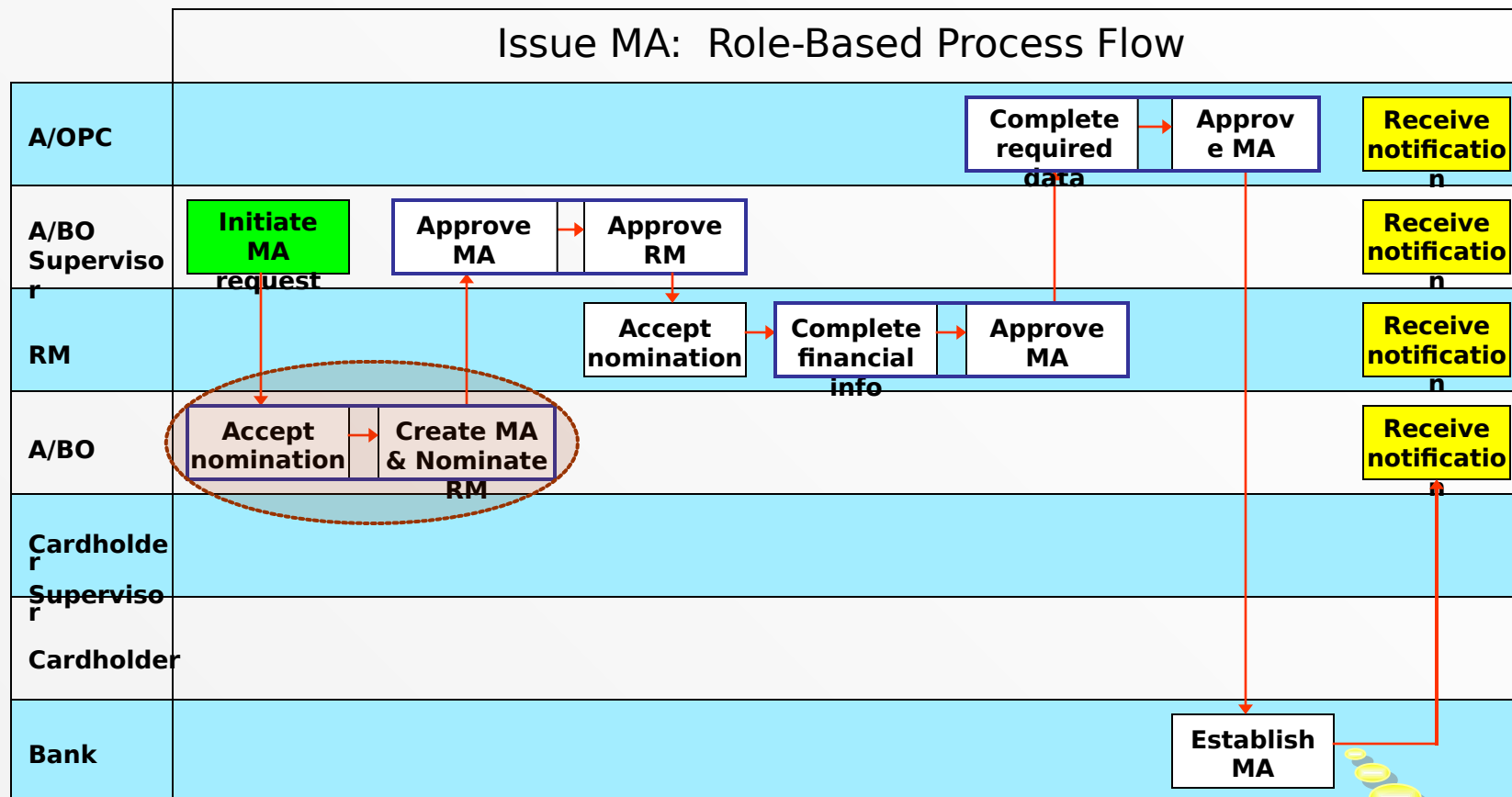
Welcome Group Ten ABO-CH Supv. You are logged in as the Approving/Billing Officials Supervisor.



# Issue Managing Account (Continued)



## Issue MA: Role-Based Process Flow



Two business days

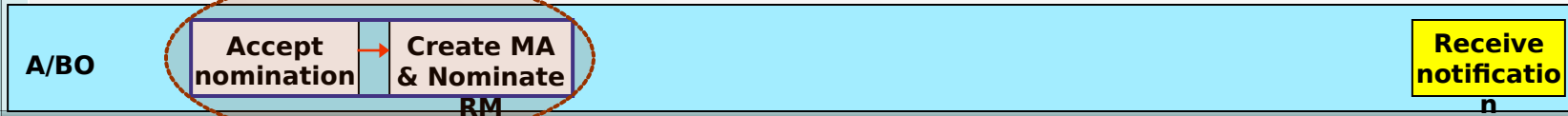


# Issue Managing Account (Continued)



## b. Primary A/BO accepts nomination and creates MA

- ☐ Click the “Submit” button when finished
  - *Or, if you have not finished entering all necessary information, click the “Save as Draft” button to return the task to your task list for future processing*
  - *Or, if you are not the correct person to establish the MA request, click the “Terminate” button*
- ☐ When complete, an AIM notification email is sent to the A/BO Supervisor and a task appears in his or her AIM Inbox







# Issue Managing Account (continued)



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Report Issues | Help | Contact | Logoff | EMMA

**Purchase Card**  
Authorization, Issuance and Maintenance

Task Inbox | **Managing Accounts** | Accounts in Progress | Profile

**1. Enter the applicable office name.**

Welcome Mark Rattner. You are logged in as the Approving/Billing Official.

## Create Managing Account Request

Please enter values for the new Managing Account request. Required fields are indicated by a red star (\*) next to the field name.

### Managing Account Information

Please enter your Office Name and briefly describe the reason for this new Managing Account request in the Justification field. (Click [here](#) for more information.)

\* Office Name: 4700-4FZT  
\* Justification: This account is needed to buy training

**2. Describe the justification for the Managing Account (list valid government requirements).**

### Resource Manager Nomination

\* Please enter the e-mail address of the resource manager responsible for ensuring funds availability for this account: username@email.com

**3. Enter the email address for the associated RM. (The RM must be provisioned in EMMA prior to this step.)**

### POCs

Here are the point of contacts for this account.

| Role                                     | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:      | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Jay Macy   | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor: | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                        | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator: | Pete Best  | username@email.com | 8880000000 |





# Issue Managing Account (continued)



**4. Enter Cycle Purchase Limit and any other applicable limits.**

**5. Check box for Acknowledgement of Required Training and enter date of any DAU training completed.**

## Purchase Limits

\* Cycle Purchase Limit:  Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:

## Acknowledgement of Required Training

☒ I understand I must complete all training required for card set-up and forward a copy of the training certificate to the Purchase Card Agency/Organization Program Coordinator. I also understand this request will be held in pending status by the Agency/Organization Program Coordinator until my training certificates are received. (Click [here](#) for more information.)

If you have completed the DAU training, enter the date here:  (YYYYMMDD e.g.: 20070131)

*Clicking on the Submit button, indicates you have entered all necessary information for the Managing Account request and would like to begin processing the request.*

*Click the Terminate button if you are not the correct person to establish this Managing Account request. Contact the Approving/Billing Official Supervisor to resolve any issues.*

*Clicking Save as Draft returns this task to your task list for future processing.*



Submit



Terminate



Save as Draft

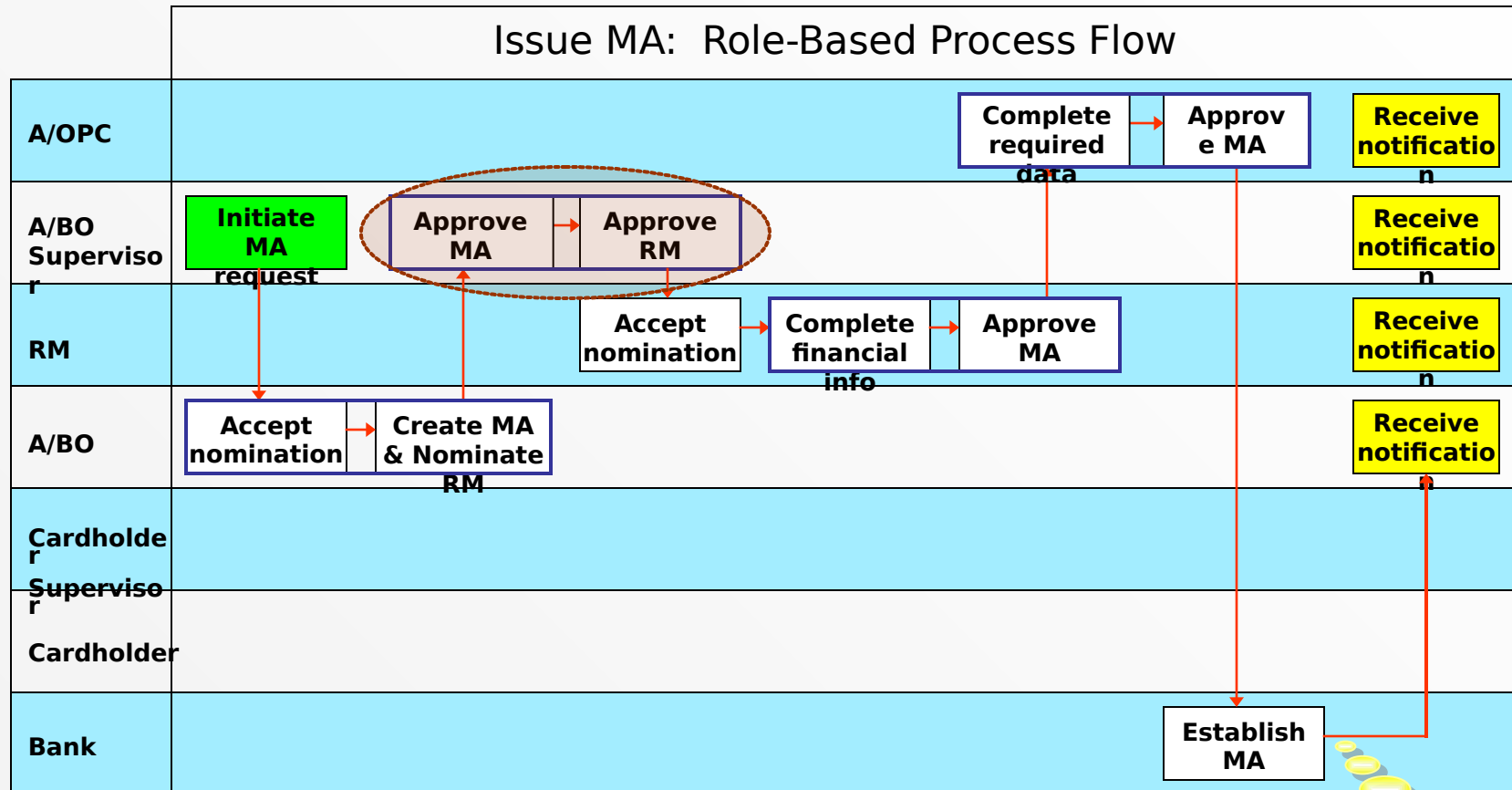
**6. Click "Submit" to submit the request or click "Save as Draft" to return to the task later.**



# Issue Managing Account (Continued)



## Issue MA: Role-Based Process Flow



Two business days

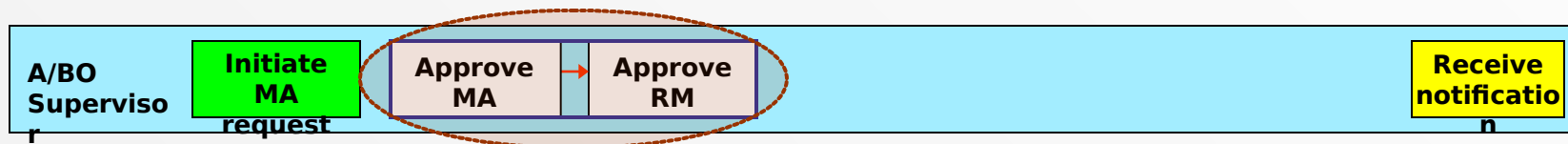


# Issue Managing Account (Continued)



## c. A/BO Supervisor approves MA request


- Task is emailed to A/BO Supervisor for attention
- Review and verify all data shown under “Verify New Managing Account Request”; make updates as needed
- When approved, AIM emails token to nominated RM





# Issue Managing Account (continued)





## Purchase Card

Authorization, Issuance and Maintenance

[Report Issues](#) | [Help](#) | [Contact](#) | [Logoff](#) | [EMMA](#)

[Task Inbox](#) | **Managing Accounts** | [Accounts in Progress](#) | [Profile](#)

Welcome Jesse A Horrocks. You are logged in as the Approving/Billing Official Supervisor.

## Verify New Managing Account Request

Please review and, if necessary, update the following new Managing Account request. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Mark Rattner

### Managing Account Information

Office Name: 4700-4FZT

Justification: This account is needed to buy training.

1. Review and verify the data as needed.

2. Review, verify and update the data as needed.

### Resource Manager Nomination

\*Please verify the following e-mail address is for the Resource Manager responsible for ensuring funds availability. If it is incorrect, please update accordingly.

username@email.com

### Primary Approving/Billing Official

Name: Mark Rattner

Work Address: Big Military base  
Smalltown, USA 99999

Work Phone: (111) 123-4567

Email Address: username@email.com



# Issue Managing Account (continued)



## POCs

Here are the point of contacts for this account.

| Role                                     | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:      | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Jay Macy   | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor: | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                        | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator: | Pete Best  | username@email.com | 8880000000 |

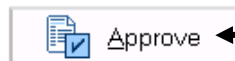
## Purchase Limits

These are the limits proposed by the Approving/Billing Official. You may decrease these limits and the workflow will continue for further processing. If an increase is required, please coordinate with the Approving/Billing Official off-line and initiate a maintenance request accordingly once this account has been established in the bank system.

\*Cycle Purchase Limit:       Single Purchase Limit:   
Quarterly Purchase Limit:       Annual Purchase Limit:

**3. Review, verify and update as needed. Note: Can only decrease suggested amount.**

*Clicking the Approve button indicates you have verified the Primary Approving/Billing Official demographics to ensure the correct individual has been identified; it also indicates you have verified or appropriately updated the proposed Purchase Limits. If the Primary Approving/Billing Official demographics indicate the incorrect individual has been identified please contact the Agency/Organization Program Coordinator to terminate this request.*



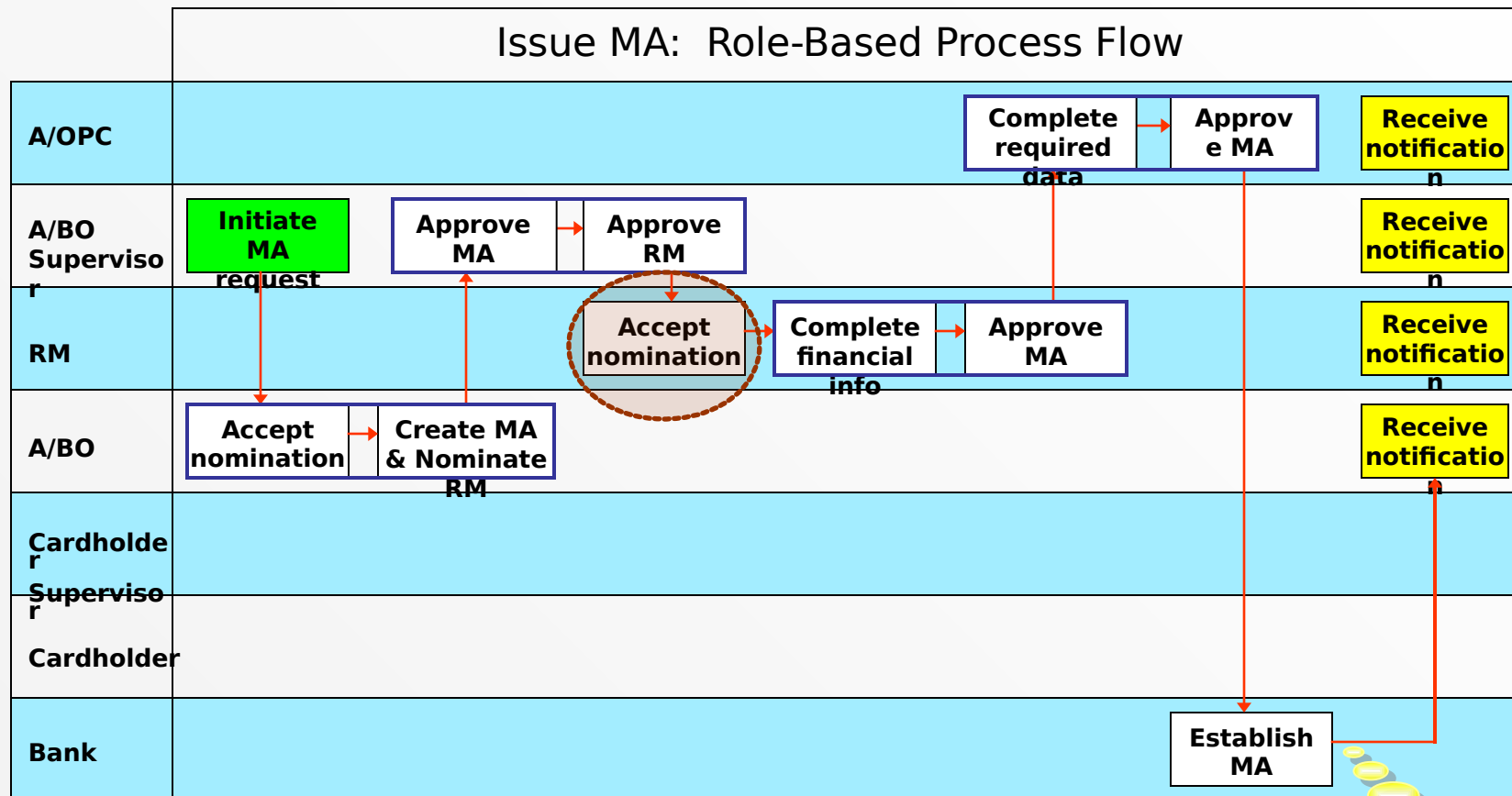
**4. Click "Approve"**



# Issue Managing Account (Continued)



## Issue MA: Role-Based Process Flow



Two business days

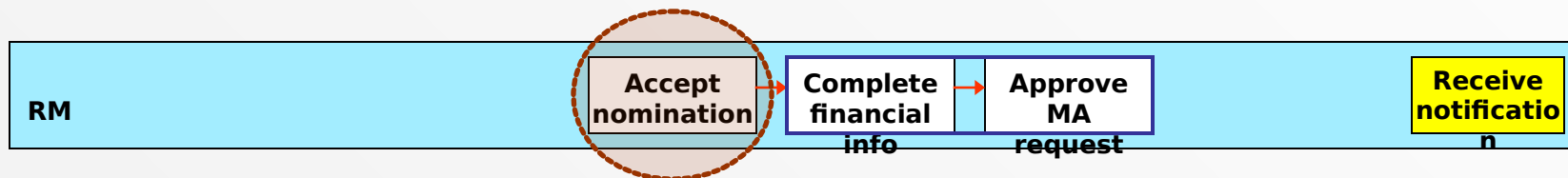


## Issue Managing Account (Continued)



### d. RM acts on nomination for MA


- ☐ Nomination with token is received via email
- ☐ RM accepts or rejects nomination
- ☐ If accepted, an email and new task appears in RM's Inbox
  - *The RM is taken directly to the task on the subsequent screen*





# Issue Managing Account (Continued)





## Purchase Card

### Authorization, Issuance and Maintenance

[Task Inbox](#)[Managing Accounts](#)[Cardholder Accounts](#)[Accounts in Progress](#)[Profile](#)

Welcome Susan L Haneklau. You are logged in as the Purchase Card Resource Manager .

### Role Acceptance: Resource Manager


Your acceptance to this role will bind you and all Resource Managers in your pool to this account.

**Assigned By:** Susan L Haneklau

#### User Organization Information

Select the Resource Manager's organization to be associated with this managing account.

Resource Manager's organization: SH\_QATest

 [Change Organization](#)

#### Your User Information

If any of the below information is incorrect, please [click here to update the address](#) below. Any changes made to the address will take up to 24 hours to process and will automatically be reflected below once complete.

Name: Mark Rattner

Work Address: Big Military base  
Smalltown, USA 99999

Work Phone: (111) 123-4567

Email Address: username@email.com

**1. Select RM organization to associate with the account.**  
*Note: A single RM may belong to multiple organizations*

**2. Make any necessary updates.**





# Issue Managing Account (Continued)



## Managing Account Information

Office Name:

Justification:

**3.** Review pre-populated information.

## Purchase Limits

Cycle Purchase Limit:

Single Purchase Limit:

Quarterly Purchase Limit:

Annual Purchase Limit:

## Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments, then click the Reject button. If rejected, any changes will not be saved.

Reason Code:

Comments:

**4b.** Or, if you must reject the request, enter a reason code and comments, and click "Reject."



Accept



Reject

**4a.** Click "Accept" to complete the approval.

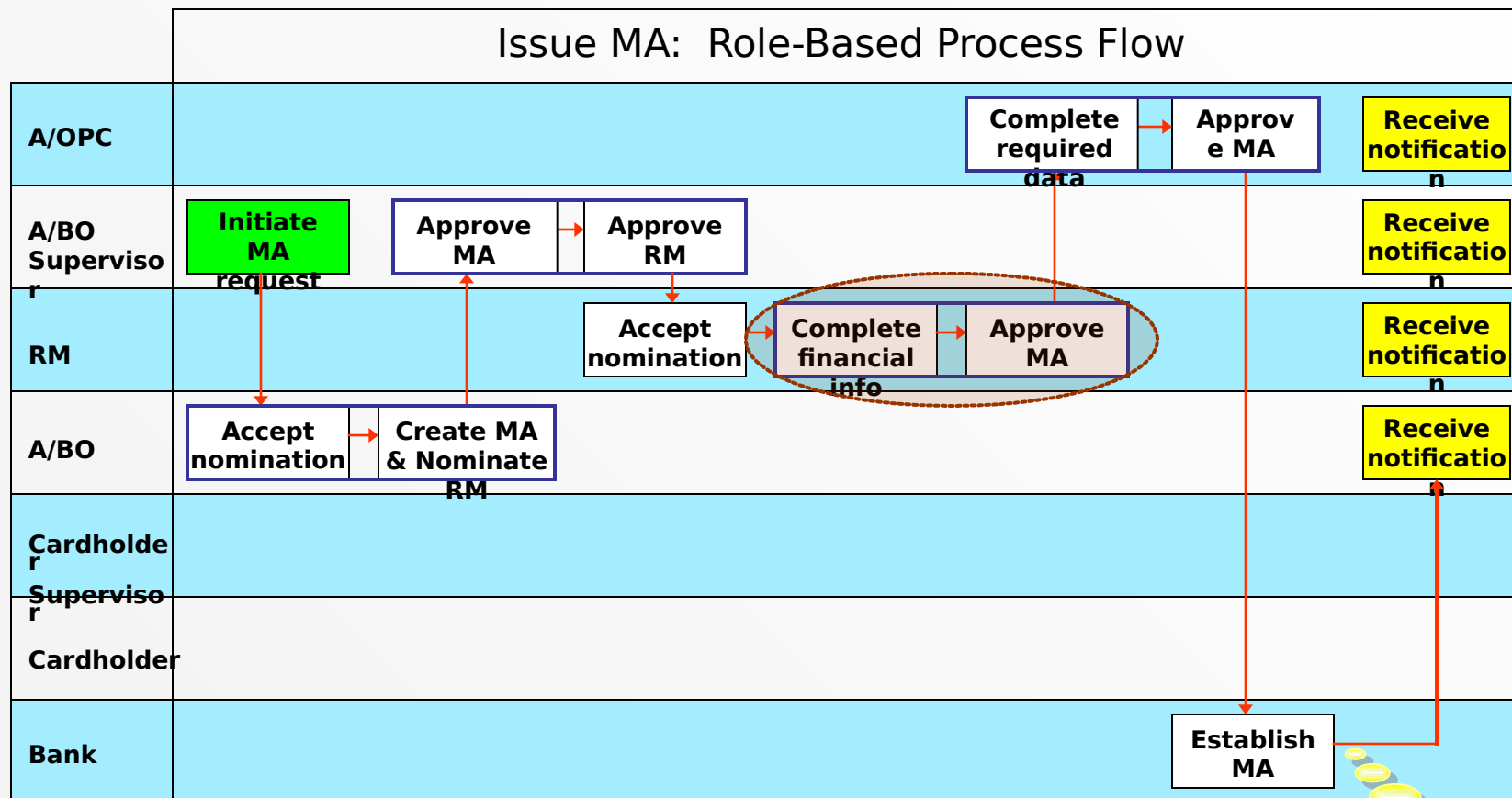
Privacy Act Statement



# Issue Managing Account (Continued)



## Issue MA: Role-Based Process Flow



Two business days

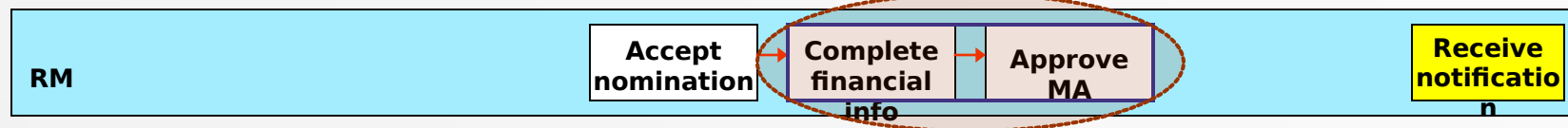


# Issue Managing Account (Continued)



## e. RM fills out financial information and approves MA request

- ☐ The RM ensures adequate funding is available ... only the RM enters account information
- ☐ RM can decrease the requested purchase limit if necessary
  - *If decreased, notification email is sent to all roles involved thus far in the workflow*
  - *RM can not increase purchase limits*
- ☐ When RM approves request, an AIM notification email is sent to the A/OPC and a task appears in his or her AIM Inbox





# Issue Managing Account (Continued)



## Authorization, Issuance and Maintenance

[Task Inbox](#)[Managing Accounts](#)[Cardholder Accounts](#)[Accounts in Progress](#)[Profile](#)

Welcome Daniel Scott Chase. You are logged in as the Purchase Card Resource Manager.

### Designate Managing Account Financial Information

Please enter the appropriate data and approve, modify or reject the following Managing Account request. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Jesse A Horrocks

#### Managing Account Information

Office Name: 4700-4FZT

Justification: This account is needed to buy training.

#### Primary Approving/Billing Official

Name: Mark Rattner

Work Address: Big Military base

Smalltown, USA 99999

Work Phone: (111) 123-4567

Email Address: username@email.com

*The first three sections are pre-populated.*

#### POCs

Here are the point of contacts for this account.

| Role                                     | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:      | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Jay Macy   | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor: | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                        | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator: | Pete Best  | username@email.com | 8880000000 |



# Issue Managing Account (continued)



## \*EDI Payment Routing Information

- ☐ EDI payment  
☒ Non-EDI payment

**1. Select "EDI payment" or "Non-EDI payment."**

## Lines of Accounting

### \*Reallocation

Please choose a Reallocation Method.

- ☒ No Reallocation  
☐ By Accounting Validation Control  
☐ By Alternate Accounting Code

### \*Accounting Validation Code

Please fill out the Accounting Validation Code (AVC).

AVC Code Name:

### \*Default Accounting Code

Please fill out the Default Accounting Code (DAC) segments below.

| *Appropriation       | OAC                  | ASN                  | UIC                  | PEC                  | ORG                  | MFP                  | JO                   | SAR                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| WCR                  | RBC                  | RSC                  | CI                   | OC                   | GPS                  | SIPC                 | DBSH                 | AIN                  | IFS                  | TT                   | FMS                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Purchase Limits

Please verify if available funding supports the proposed purchase limits. If funding is inadequate to support the designated limits, please decrease them accordingly. If changes are made, please click the Approve button below for further processing. If no funding is available, please annotate this in the Rejection Feedback section and reject the account.

|                           |                                   |                        |                      |
|---------------------------|-----------------------------------|------------------------|----------------------|
| *Cycle Purchase Limit:    | <input type="text" value="5000"/> | Single Purchase Limit: | <input type="text"/> |
| Quarterly Purchase Limit: | <input type="text"/>              | Annual Purchase Limit: | <input type="text"/> |



# Issue Managing Account (Continued)



## \*EDI Payment Routing Information

- ☒ EDI payment
- ☐ Non-EDI payment

\* Invoice:

\* Obligation:

Cost Transfer:

Credit Invoice:

|                               |   |
|-------------------------------|---|
| 000001 - HQ USARC, ALANTA, GA | ▼ |
| 001002 - ANNISTON             | ▼ |
| F0300X - null                 | ▼ |
| 111111 - null                 | ▼ |

**2.** For EDI payment, select Invoice and Obligation information.

**3.** Also select Cost Transfer and Credit Invoice information, if applicable.



# Issue Managing Account (continued)



## \*EDI Payment Routing Information

- ☐ EDI payment  
☒ Non-EDI payment

**4. Select a  
reallocation method.**

## Lines of Accounting

### \*Reallocation

Please choose a Reallocation Method.

- ☒ No Reallocation  
☐ By Accounting Validation Control  
☐ By Alternate Accounting Code

### \*Accounting Validation Code

Please fill out the Accounting Validation Code (AVC).

AVC Code Name:

### \*Default Accounting Code

Please fill out the Default Accounting Code (DAC) segments below.

| *Appropriation       | OAC                  | ASN                  | UIC                  | PEC                  | ORG                  | MFP                  | JO                   | SAR                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| WCR                  | RBC                  | RSC                  | CI                   | OC                   | GPS                  | SIPC                 | DBSH                 | AIN                  | IFS                  | TT                   | FMS                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Purchase Limits

Please verify if available funding supports the proposed purchase limits. If funding is inadequate to support the designated limits, please decrease them accordingly. If changes are made, please click the Approve button below for further processing. If no funding is available, please annotate this in the Rejection Feedback section and reject the account.

|                           |                                   |                        |                      |
|---------------------------|-----------------------------------|------------------------|----------------------|
| *Cycle Purchase Limit:    | <input type="text" value="5000"/> | Single Purchase Limit: | <input type="text"/> |
| Quarterly Purchase Limit: | <input type="text"/>              | Annual Purchase Limit: | <input type="text"/> |



# Issue Managing Account (Continued)



## Lines of Accounting

### \*Reallocation

Please choose a Reallocation Method.

- ☐ No Reallocation  
☐ By Accounting Validation Control  
☒ By Alternate Accounting Code

Done by  
RMs  
only

### \*Accounting Validation Code

Please fill out the Accounting Validation Code (AVC).

AVC Code Name:

### \*Default Accounting Code

Please fill out the Default Accounting Code (DAC) segments below.

| *Appropriation       | OAC                  | ASN                  | UIC                  | PEC                  | ORG                  | MFP                  | JO                   | SAR                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| WCR                  | RBC                  | RSC                  | CI                   | OC                   | GPS                  | SIPC                 | DBSH                 | AIN                  | IFS                  | TT                   | FMS                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### \*Alternate Accounting Codes

Please add Alternate Accounting Codes (AAC). To add a new AAC, please fill out the AAC Name text box below and click on the "Add" button. This will append the AAC Name to the Final List of AACs. To remove an AAC, highlight the entry and click on the "Remove" button.

AAC Name

Add

Final List of AACs (At least one entry is required)

FY07 AIM GL1G QA  
FY07 AIM GL2G QA  
FY07 AIM GL3G QA

Remove

**5. If you selected  
"By Alternate  
Accounting Code,"  
enter the  
appropriate AACs**





# Issue Managing Account (Continued)



## \*EDI Payment Routing Information

- ☐ EDI payment  
☒ Non-EDI payment

## Lines of Accounting

### \*Reallocation

Please choose a Reallocation Method.

- ☒ No Reallocation  
☐ By Accounting Validation Control  
☐ By Alternate Accounting Code

### \*Accounting Validation Code

Please fill out the Accounting Validation Code (AVC).

AVC Code Name:

6. Enter Accounting Validation Code.

### \*Default Accounting Code

Please fill out the Default Accounting Code (DAC) segments below.

| *Appropriation       | OAC                  | ASN                  | UIC                  | PEC                  | ORG                  | MFP                  | JO                   | SAR                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| WCR                  | RBC                  | RSC                  | CI                   | OC                   | GPS                  | SIPC                 | DBSH                 | AIN                  | IFS                  | TT                   | FMS                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

7. Enter Default Accounting Code information.

### Purchase Limits

Please verify if available funding supports the proposed purchase limits. If funding is inadequate to support the designated limits, please decrease them accordingly. If changes are made, please click the Approve button below for further processing. If no funding is available, please annotate this in the Rejection Feedback section and reject the account.

|                           |                                   |                        |                      |
|---------------------------|-----------------------------------|------------------------|----------------------|
| *Cycle Purchase Limit:    | <input type="text" value="5000"/> | Single Purchase Limit: | <input type="text"/> |
| Quarterly Purchase Limit: | <input type="text"/>              | Annual Purchase Limit: | <input type="text"/> |

8. Verify funding availability for purchase limit; revise limit if necessary.



# Issue Managing Account (continued)



## Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments, then click the Reject button. If rejected, any changes will not be saved.

Reason Code:

Comments:

**9b.** Or, if you must reject the request, enter a reason code and comments, and click

Reject

Clicking the Approve button indicates you identified the appropriate default and alternate (if appropriate) Lines of Accounting for this managing account and verified funding is available to support the Purchase Limits.

Clicking the Reject button indicates there are issues with this request that must be detailed in the rejection feedback section above. This request will be returned to the Approving/Billing Official so issues can be worked offline and appropriately updated in the request.

Clicking Save as Draft will save the above information in your task list for future processing.

**9a.** Click "Approve" to complete the approval.

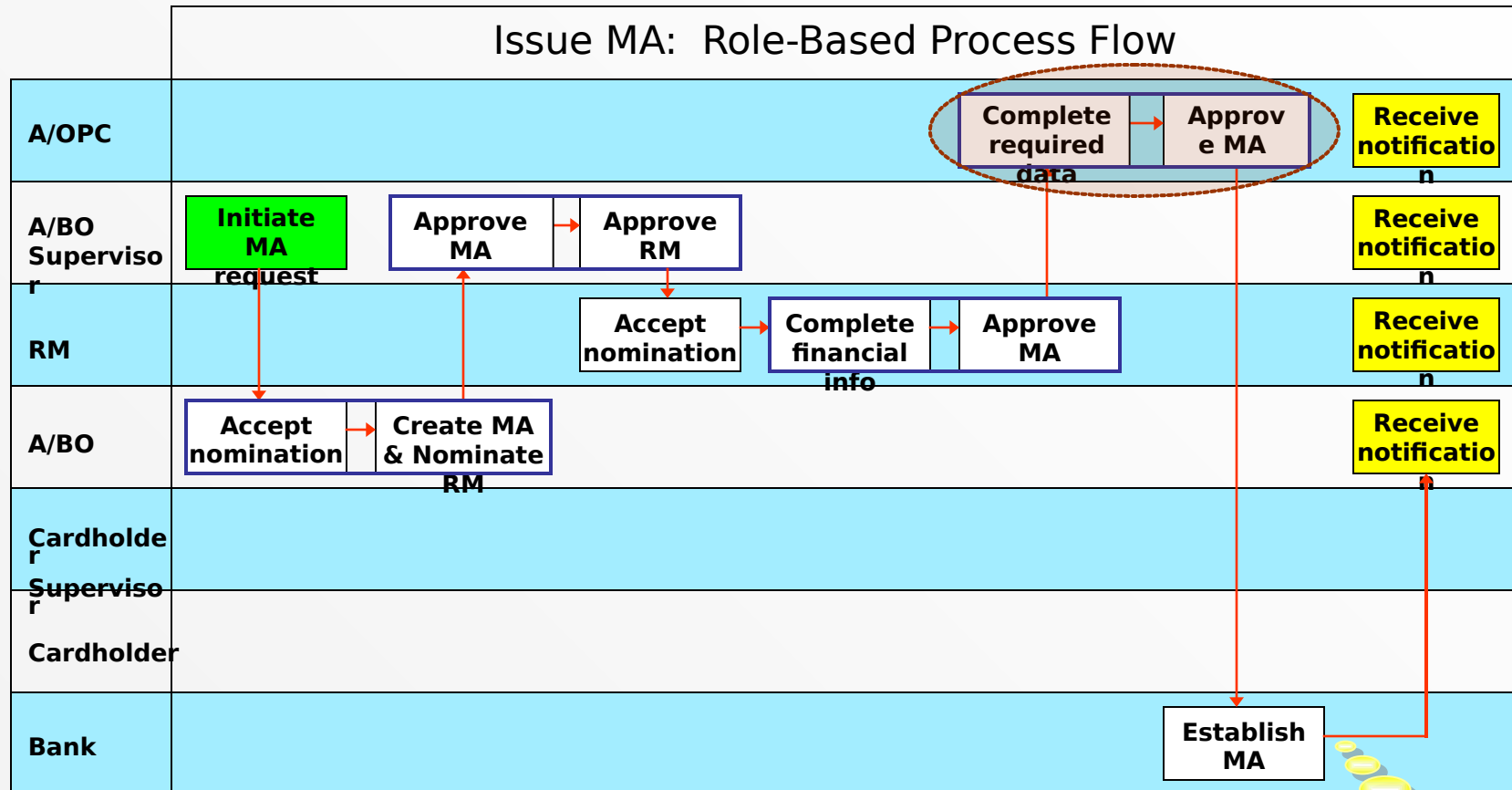
**9c.** Or, click "Save as Draft" to return to the task later.



# Issue Managing Account (Continued)



## Issue MA: Role-Based Process Flow



Two business days



# Issue Managing Account (Continued)



f. A/OPC reviews request and fills out required data and approves or rejects the MA request

- ☐ Verify that A/BO has completed the required training
  - *If not, select the option to “hold task pending completion of training”*






# Issue Managing Account (continued)



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## Purchase Card

### Authorization, Issuance and Maintenance

Task Inbox **Managing Accounts** Cardholder Accounts Accounts in Progress Profile

Welcome Susan L Haneklau. You are logged in as the Agency/Organization

### Managing Account Request Approval

Please approve or reject the following Managing Account request. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Susan L Haneklau

#### Managing Account Information

Please enter your Office Name and briefly describe the reason for this new Managing Account request in the Justification field. (Click [here](#) for more information.)

\* Office Name:

\* Justification:

#### TBR Hierarchies

\* Please select the hierarchy to be associated with this managing account.

| Agent #                    | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|----------------------------|---------|---------|---------|---------|---------|
| <input type="radio"/> 0058 | 47163   | 00099   | 00099   | 00099   |         |

#### Primary Approving/Billing Official

Name: Susan L Haneklau

Work Address: Big Military Base  
Small Town, USA 99999

Work Phone: 1111234567

Email Address: username@email.mil

1. Review  
Managing Account  
Information.

2. Select appropriate Total  
Business Reporting (TBR)  
Hierarchy.



# Issue Managing Account (continued)



## POCs

Here are the point of contacts for this account.

| Role                                     | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:      | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:    | Jay Macy   | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor: | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                        | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator: | Pete Best  | username@email.com |            |

3. Review Primary A/BO information and POCs.

## Acknowledgement of Required Training

☐ Hold task pending completion of training

4. Click check-box to certify completed training, and enter completion date. Or, click "Hold task pending completion of training."

☒ I certify all training required for account set-up has been completed by the **Approving/Billing Officials** and I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

\* The DAU training, for the Primary Approving/Billing Official, was completed on:  (YYYYMMDD e.g.: 20070131)

## Required Delegations and Appointments

☒ I certify that all required delegations and appointments have been prepared and processed.

\* An initial review of the Primary AO/BO is required no later than :  (YYYYMMDD e.g.: 20070131)

## EDI Payment Routing Information

- ☒ EDI payment
- ☐ Non-EDI payment

5. Check certification boxes and enter related dates.

## Line of Accounting

### Reallocation Method

- ☒ No Reallocation
- ☐ By Accounting Validation Control
- ☐ By Alternate Accounting Code

### Accounting Validation Code

AVC Code Name:

6. Review data under "EDI Payment Routing Information" and "Line of Accounting."



# Issue Managing Account (Continued)



## Default Accounting Code

|               |     |     |     |     |      |      |      |     |      |    |
|---------------|-----|-----|-----|-----|------|------|------|-----|------|----|
| Appropriation | OAC | ASN | UIC | PEC | ORG  | MFP  | JO   | SAR |      |    |
| None          |     |     |     |     |      |      |      |     |      |    |
| WCR           | RBC | RSC | CI  | OC  | GPS  | SIPC | DBSH | SDN | ACRN | AI |
|               |     |     |     |     |      |      |      |     |      |    |
| IFS           | TT  | FMS | TAC | MDC | TLOA | TDC  |      |     |      |    |
|               |     |     |     |     |      |      |      |     |      |    |

**7. Review data under "Default Accounting Code," "Purchase Limits," and "Organization Name."**

## Purchase Limits

These are the limits proposed for this new Managing Account request. You may decrease these limits and submit the request to the bank for further processing. If an increase is required, please coordinate with the Approving/Billing Official off-line and initiate a maintenance request accordingly once this account has been established in the bank system.

\* Cycle Purchase Limit:  Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:

## Organization Name

\* Organization Name:



# Issue Managing Account (continued)



## Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments, then click the Reject button. If rejected, any changes will not be saved.

Reason Code:

Comments:

**8b.** Or, if you must reject the request, enter a reason code and comments, and click "Reject."

Clicking the Approve button indicates you have verified or appropriately updated all the information on the above screen and it will be forwarded to the bank for processing.

Clicking the Reject button sends this request back to the Approving/Billing Official; issues should be worked offline and updated in the system by the Approving/Billing Official and rerouted accordingly.

Clicking Save as Draft will save the above information in your task list for future processing.

Privacy Act Statement

**8a.** Click "Approve" to complete the approval.

**8c.** Or, click "Save as Draft" to return to the task later.

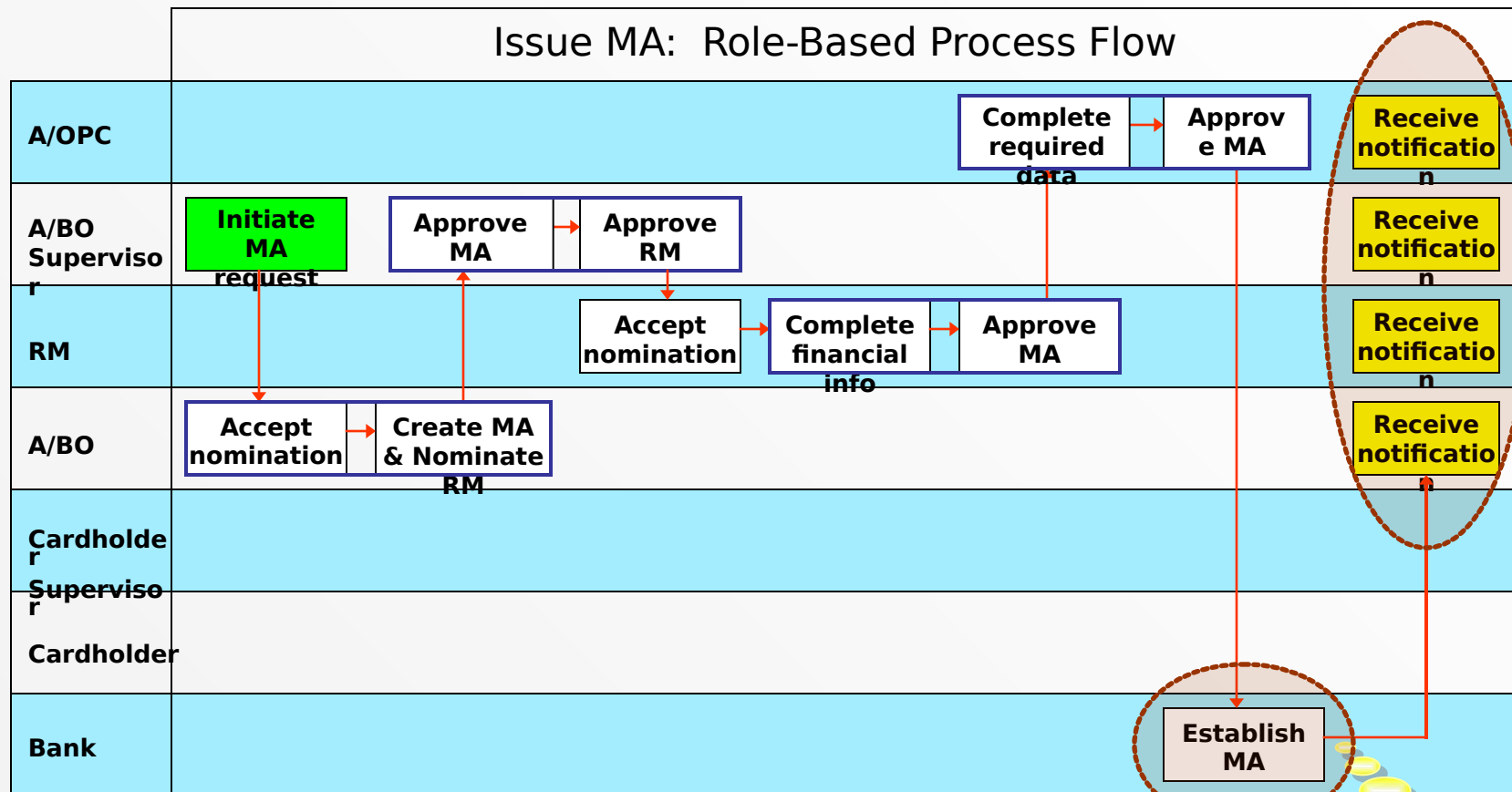




# Issue Managing Account (Continued)



## Issue MA: Role-Based Process Flow



Two business days



# Issue Managing Account (Continued)



g. AIM sends MA request to bank

□ If bank rejects request, it goes to the A/BO for revision

■ *Rejections may stem from entry of incorrect data or violation of a business rule*

□ If there is a connection error, the MA request will return to the A/OPC's Task Inbox for resubmission

h. After two business days, AIM generates email notification to all roles involved in issuance that MA is active based on bank confirmation





# Issue Managing Account (Continued)



Managing Account has been *successfully established!*

## ✉ Notice of Managing Account Submission success - Message (Plain Text)

File Edit View Insert Format Tools Actions Help



From: pcols\_admin@osd.pentagon.mil

Sent: Wed 03/26/2008 10:48 AM

To: username@email.com

Cc:

Subject: Notice of Managing Account Submission success

The following Managing Account has been successfully established by the bank:

Office Name: MA\_3.24.001

Justification: test

Account Number: \*\*\*\*\*4168

Client ID:

Company Number: null



# Maintain Managing Account



- A/OPC, RM, A/BO Supervisor, and A/BO
  - Each role has specific maintenance capabilities
- If the A/OPC increases spending limits, the request goes to the RM for approval before it goes to the bank
- If the RM makes any changes, the request goes back to the A/OPC for approval





# Maintain Managing Account (Continued)



- The A/OPC can perform the following maintenance actions...
  - ☐ Update account status (cancel or suspend)
  - ☐ Update A/BO primary or alternate(s)
  - ☐ Update purchase limits
  - ☐ Update organization name
  - ☐ Update DAU training or required A/BO review dates





# Maintain Managing Account (Continued)



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## Purchase Card

### Authorization, Issuance and Maintenance

[Report Issues](#) | [Help](#) | [Contact](#) | [Logoff](#) | [EMMA](#)

[Task Inbox](#) | **Managing Accounts** | [Cardholder Accounts](#) | [Accounts in Progress](#) | [Profile](#)

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

## Managing Account Details

[Perform Maintenance](#)

**1.** Under Managing Accounts tab, click "Perform Maintenance."

### Managing Account Information

Office Name:

Justification:

### Official Use Only

Account Number:

Company Number:

Bank ID:

| Agent # | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---------|---------|---------|---------|---------|---------|
| 0058    | 47163   | 00099   | 00099   | 00099   |         |



# Maintain Managing Account (Continued)



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## Purchase Card Authorization, Issuance and Maintenance

Task Inbox | **Managing Accounts** | Cardholder Accounts | Accounts in Progress | Profile


Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

### Managing Account Details

[Return to View](#)

**Select Maintenance Action**

Select a maintenance action to perform:

 **Continue**

**Managing Account Information**

Office Name:

Justification:

**Official Use Only**

Account Number:

Company Number:

**2. Select the maintenance action you want to perform, and click "Continue."**

- Update Account Status (Cancel/Suspend)
- Update Account Status (Cancel/Suspend)
- Update A/BO (Primary or Alternates)
- Update Purchase Limits
- Update Organization Name
- Update DAU Training/Required A/BO Review Dates



# Maintain Managing Account

(Continued):  
Update Managing Account Status



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## Purchase Card

Authorization, Issuance and Maintenance

[Task Inbox](#)

**Managing Accounts**

[Cardholder Accounts](#)

[Accounts in Progress](#)

[Profile](#)

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

### Update Managing Account Status

Please provide a reason for the modification of this Managing Account

#### Managing Account Maintenance Clarification

\*Why is this account being modified/maintained?

Comments:

Update Account Status



Suspend Account



Cancel Account



Cancel

[View Account Details](#)

**1.** To update MA status, select "Update Account Status" from the drop-down menu.

**2.** Enter comments.

**3.** Click either "Suspend Account" or "Cancel Account."

[Privacy Act Statement](#)





# Maintain Managing Account

(Continued):  
Update A/BO



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## Purchase Card Authorization, Issuance and Maintenance

Task Inbox | **Managing Accounts** | Cardholder Accounts | Accounts in Progress | Profile

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

### Update Approving/Billing Official(s)

Please provide a reason for the modification of this Managing Account

*Managing Account Maintenance Clarification*

\*Why is this account being modified/maintained?

Comments:

Submit

[View Account Details](#)

Privacy Act Statement

**1.** To update A/BO(s), select "Update Approving/Billing Official(s)" from the drop-down menu.

**2.** Enter comments.

**3.** Click "Submit."



# Maintain Managing Account

(Continued):  
Update Purchase Limits



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## Purchase Card

Authorization, Issuance and Maintenance

Task Inbox | **Managing Accounts** | Cardholder Accounts | Accounts in Progress | Profile

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

### Update Managing Account Purchase Limits

Please provide a reason for the modification of this Managing Account

**Managing Account Maintenance Clarification**

\* Why is this account being modified/maintained?

Comments:

**Purchase Limits**

\* Cycle Purchase Limit:  Single Purchase Limit:

Quarterly Purchase Limit:  Annual Purchase Limit:

[View Account Details](#)

**1.** To update MA purchase limits, select "Update Purchase Limits" from the drop-down menu.

**2.** Enter comments.

**3.** Revise purchase limits.

**4.** Click "Submit."



# Maintain Managing Account

(Continued):  
Update Organization Name



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## Purchase Card

Authorization, Issuance and Maintenance

[Task Inbox](#)

**Managing Accounts**

[Cardholder Accounts](#)

[Accounts in Progress](#)

[Profile](#)

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

### Update Managing Account Organization Name

Please provide a reason for the modification of this Managing Account

#### Managing Account Maintenance Clarification

\*Why is this account being modified/maintained?

Update Organization Name

Comments:

**1.** To update the MA organization name, select "Update Organization Name" from the drop-down menu.

#### Organization Name

\*Organization Name: AS CT MA1

**2.** Enter comments.

**3.** Enter new organization name.



Submit



Cancel

[View Account Details](#)

[Privacy Act Statement](#)

**4.** Click "Submit."



# Maintain Managing Account

(Continued):  
Update Training Dates & Required Delegations



Task Inbox Managing Accounts Cardholder Accounts Accounts in Progress Profile

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

## Update Managing Account Training Dates

Please provide a reason for the modification of this Managing Account

**Managing Account Maintenance Clarification**

\*Why is this account being modified/maintained?

Comments:

**Acknowledgement of Required Training**

☒ \*I certify all training required for account set-up has been completed by the **Approving/Billing Officials** and retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

\* The DAU training, for the Primary Approving/Billing Official, was completed on:  (YYYYMMDD e.g.: 20070131)

**Required Delegations and Appointments**

☒ \* I certify that all required delegations and appointments have been prepared and processed.

\* An initial review of the Primary AO/BO is required no later than :  (YYYYMMDD e.g.: 20070131)

[View Account Details](#)

**1.** To update MA training dates, select "Update Training and Delegation Dates" from the drop-down menu.

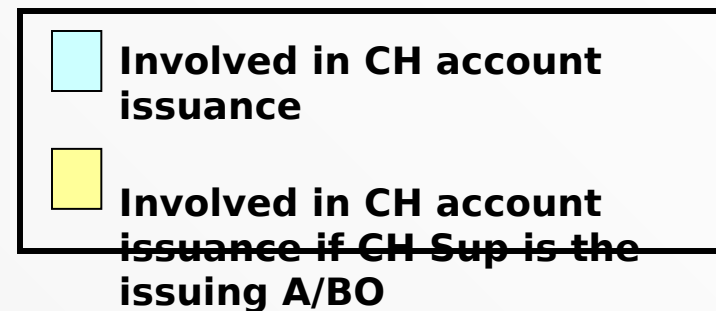
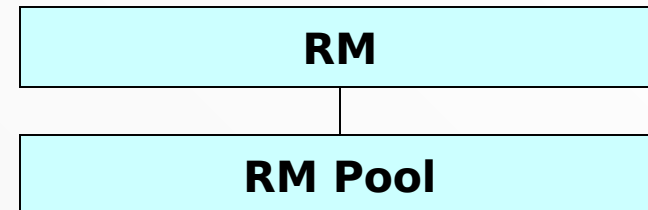
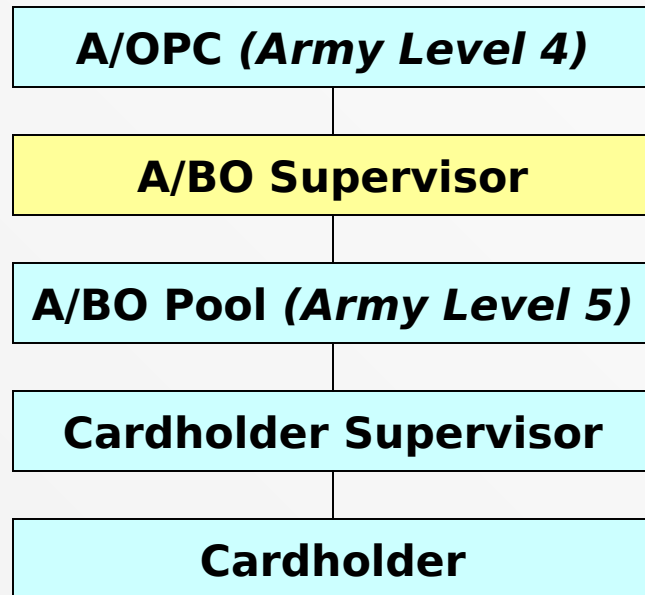
**2.** Enter comments.

**3.** Check certification boxes and enter related dates.

**4.** Click "Submit."



# Cardholder Accounts

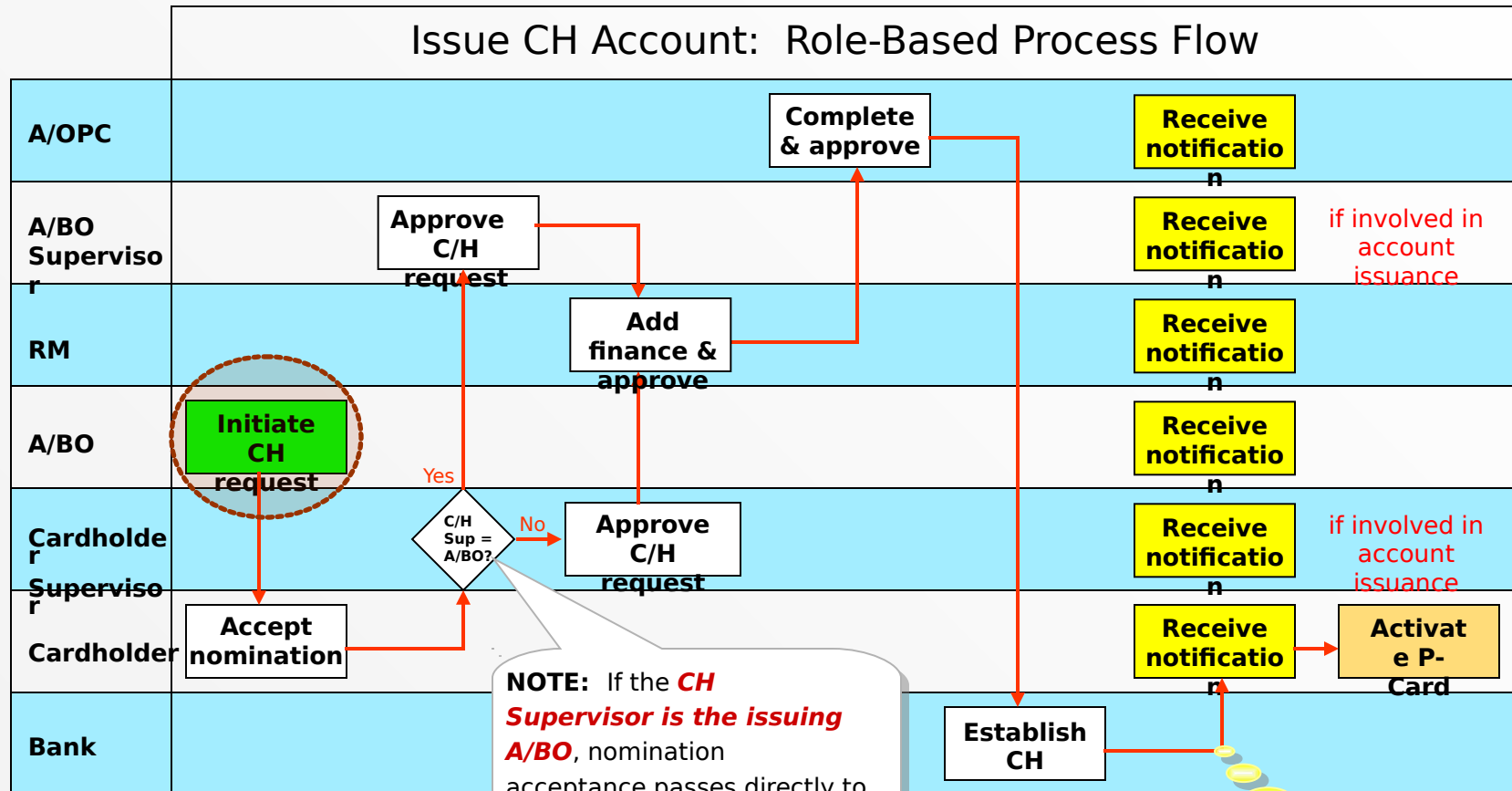




# Issue Cardholder Account



## Issue CH Account: Role-Based Process Flow



**NOTE:** If the **CH Supervisor is the issuing A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day



# Issue Cardholder Account

(Continued)



## a. A/BO initiates CH Request

- ☐ Select the Managing Account that will house the new Cardholder Account
- ☐ Enter Cardholder Account information
- ☐ Select the Cardholder Supervisor
  - *This may be the same person as the A/BO*
- ☐ Enter the applicable MCC codes
- ☐ When complete, an email notification is sent to the Cardholder with an AIM token





# Issue Cardholder Account

(Continued)



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## Purchase Card

Authorization, Issuance and Maintenance

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[Task Inbox](#)

**Cardholder Accounts**

[Accounts in Progress](#)

[Profile](#)

Welcome Karen I Keeth. You are logged in as the Purchase Card Approving/Billing Official Pool.

### Initiate Cardholder Account Creation or Maintenance Request [Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Cardholder Account, please click on the button below. You will be prompted to select the Managing Account under which you will request to create the Cardholder Account.



Request new cardholder account

**1. Under the "Cardholder Accounts" tab, click "Request new cardholder account."**

#### Request Maintenance

To request maintenance (i.e., update, suspend or delete) on an existing Cardholder Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.



# To Display 10

|        | Office Name | Justification                  | Account Number | Status |
|--------|-------------|--------------------------------|----------------|--------|
| Select | 4700-2FZT   | Interior comforts for the home | *****5649      | Active |
| Select | 4000-3TPS   | The mighty cardholder account  | *****9467      | Active |
| Select | 4700-4TPS   | Fisheries and other fine items | *****7694      | Active |





# Issue Cardholder Account

(Continued)



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## Purchase Card

### Authorization, Issuance and Maintenance

[Task Inbox](#) | [Cardholder Accounts](#) | [Accounts in Progress](#) | [Profile](#)

Welcome Karen I Keeth. You are logged in as [\[User Name\]](#).

## Select Managing Account




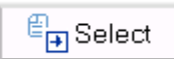
2. Select the Managing Account under which you want to create the Cardholder Account.

[Search for Account](#)

This table lists the Managing Accounts under which you can request Cardholder Accounts. Please click on the Select button next to the appropriate account or double click on the row to be taken to the Create Cardholder Account Request screen.

Displaying 1 - 4 of 4

# To Display 10

|   | Office Name | Justification | Account Number |
|---|-------------|---------------|----------------|
|   | jhmMA1      | Jim's MA1     | *****4727      |
|  | jhmMA2      | Jim's MA2     | *****3288      |
|  | jhmMA3      | Jim's MA3     | *****4600      |
|  | jhmMA6      | Jim's MA6     | *****5123      |

[Cancel](#)



# Issue Cardholder Account

## (Continued)



Task Inbox

Cardholder Accounts

Accounts in Progress

Profile

Welcome Karen I Keeth. You are logged in as the Purchase Card Approving/Billing Official Pool.

### Create Cardholder Account Request

3. Enter the applicable office

Please enter values for the new Cardholder Account request. Required fields are indicated by a red star (\*) next to the field name.

#### Cardholder Account Information

Please enter your Office Name and briefly describe the reason for this new Cardholder Account request in the Justification field. (Click [here](#) for more information.)

\*Office Name: 4500-6TRV

\*Justification: This account is needed for training.

4. Describe the justification for the Cardholder Account (list valid business needs).

#### Managing Account Information

Office Name:

jhmMA1

Managing Account Number:

4727

Justification:

Jim's MA1

Company Number:

9703

Client ID:

DOD

Bank ID:

3058

Approving/Billing Official Name: Karen I Keeth

Level 4:

00099

Managing Account Information is pre-populated.

#### POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 8880000000 |



# Issue Cardholder Account

## (Continued)



### \* Cardholder's Supervisor Information

Click on the Select Cardholder's Supervisor button for a pick list of Cardholder's Supervisors to choose from. If the individual you intend to appoint is not listed, please click the Save as Draft button at the bottom of this screen and then click on the EMMA link to provision them in the system.

If you are the Cardholder's Supervisor, you must select yourself for this role.

Select Cardholder's Supervisor

Name:

Work Address:

Work Phone:

Email Address:

**5. Click "Select Cardholder's Supervisor." (If you are the Cardholder's Supervisor, select your own name. If the name of the Cardholder's Supervisor is not listed, you must provision that person in EMMA and then return to AIM.)**

### Cardholder Nomination

\* Please enter the e-mail address of the Cardholder you wish to nominate:

### Card Embossing Options

Enter the information to be embossed on the card.

Agency Name:

DMDC

Organization

Name:

Third Line

Embossing:

☐ Emboss Organization Name (Organization name will not be embossed on card unless checked.)

### Card/Convenience Checks Issuance Options

\* Indicate if a card or or convenience checks should be issued by checking the appropriate box below. If neither is checked, the Cardholder Account will be set-up as a card-less account. (Checks are only issued in specific circumstances. To avoid delays, before initiating a request for a convenience check account, please contact your A/OPC for more information.)

☒ Issue Card

☐ Issue Convenience Checks

### Purchase Limits

\* Cycle Purchase Limit:

10000

\* Single Purchase Limit:

3000

Quarterly Purchase Limit:

Annual Purchase Limit:

**6. Enter Cardholder e-mail address, Card Embossing Options, Card/Convenience Checks Issuance Options, and Purchase Limits.**



# Issue Cardholder Account

(Continued)



## Merchant Category Codes



Select the merchant categories where items/services will be purchasable. If none are checked the cardholder account will be unusable.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A : Airlines, Airports           | <input type="checkbox"/> K : Misc. & Specialty Retail Stores                    |
| <input checked="" type="checkbox"/> B : Vehicle Rental, Dealers      | <input type="checkbox"/> L : Contractors  |
| <input checked="" type="checkbox"/> C : Hotel, Motel                 | <input type="checkbox"/> M : Camps, Recreational Services                       |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                            |
| <input type="checkbox"/> E : Telephone, Cable                        | <input type="checkbox"/> O : Misc. Business Services                            |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                                   |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input checked="" type="checkbox"/> Q : Schools, Education Services and Daycare |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations         |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel   |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input type="checkbox"/> U : Government to Government                           |

**7. Select applicable MCCs for the account.**

☐ By clicking on the Submit button, I certify the requested cardholder account is necessary to meet mission requirements.

Clicking Save as Draft returns this task to your task list for future processing.

|  |   |
|--|---|
|  Submit |  Save as Draft |
|--|---|

**8. Certify and click "Submit" to submit the request or click "Save as Draft" to return to the task later.**

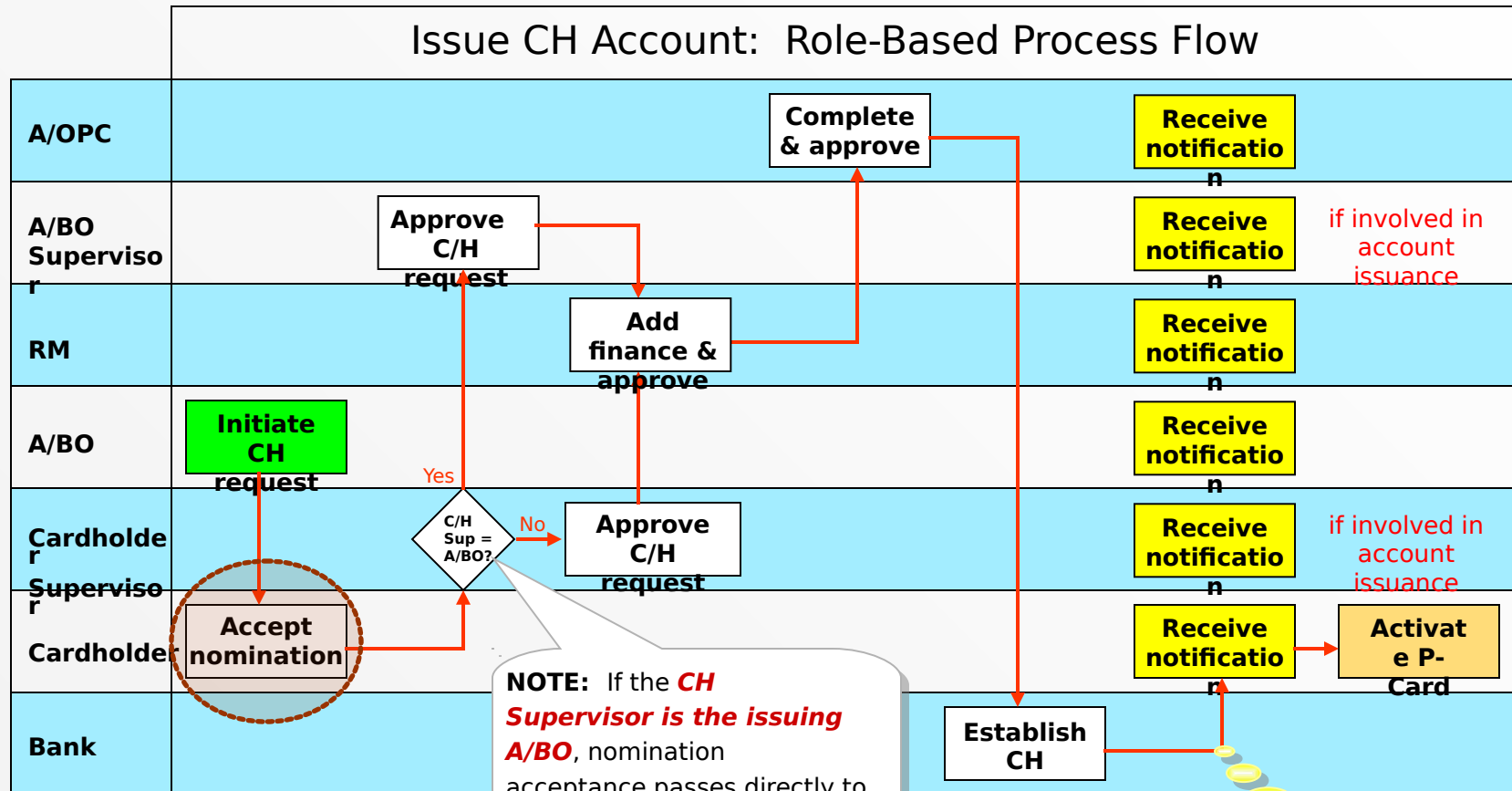


# Issue Cardholder Account

(Continued)



## Issue CH Account: Role-Based Process Flow



**NOTE:** If the **CH Supervisor is the issuing A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day

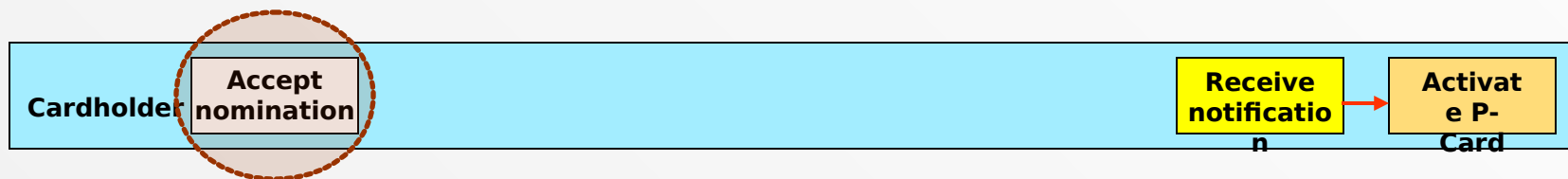


# Issue Cardholder Account (Continued)



## b. CH Accepts Nomination

- ☐ Review account information for accuracy
  - ☐ Ensure you have completed the required training and check the training acknowledgement box
    - *If completed, enter the date completed*
    - *If not, training must be completed prior to A/OPC submittal to bank*
  - ☐ When complete, an AIM notification email is sent to the CH Supervisor or A/BO Supervisor and a task appears in his or her AIM Inbox
- Note: This is the Cardholder's only interaction with AIM*






# Issue Cardholder Account

(Continued)



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## Purchase Card

Authorization, Issuance and Maintenance

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[Task Inbox](#) | [Profile](#)

**1. Review pre-populated information.**

Welcome Danielle Plante.

### Cardholder Nomination Acknowledgement

You have been nominated for the following account. Please verify or update the following information. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Karen I Keeth

**Your User Information**

If any of the below information is incorrect, please [click here to update the address](#) below. Any changes made to the address will take up to 24 hours to process and will automatically be reflected once complete.

Name: Danielle Plante

Work Address: Big Military Base  
Small Town, USA 99999

Work Phone: 1111234567

Email Address: username@email.mil

**Cardholder Account Information**

Office Name: 4500-6TRV

Justification: This account is needed for training.





# Issue Cardholder Account

## (Continued)



### POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com |            |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com |            |
| Resource Manager:                                  | Mike Davis | username@email.com |            |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com |            |

**1. Review pre-populated information (continued).**

### Card/Convenience Checks Issuance Options

This is the option requested by the Approving/Billing Official. If neither option is selected this will be a card-less account.

- ☒ Issue Card  
☐ Issue Convenience Checks

### Purchase Limits

These are the limits requested by the Approving/Billing Official.

Cycle Purchase Limit:  Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:

### Merchant Category Codes

The following merchant categories have been requested for this account; they determine the vendors where items/services will be purchasable.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A : Airlines, Airports           | <input type="checkbox"/> K : Misc. & Specialty Retail Stores                    |
| <input checked="" type="checkbox"/> B : Vehicle Rental, Dealers      | <input type="checkbox"/> L : Contractors  |
| <input checked="" type="checkbox"/> C : Hotel, Motel                 | <input type="checkbox"/> M : Camps, Recreational disabled                       |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                            |
| <input type="checkbox"/> E : Telephone, Cable                        | <input type="checkbox"/> O : Misc. Business Services                            |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                                   |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input checked="" type="checkbox"/> Q : Schools, Education Services and Daycare |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations         |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel   |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input type="checkbox"/> U : Government to Government                           |





# Issue Cardholder Account

(Continued)



## Acknowledgement of Required Training

☐ \* I understand I must complete all training required for cardholder account training certificate(s) to the Purchase Card Agency/Organization Program Coordinator. Further, I understand this request will be held in pending status by the Purchase Card Agency/Organization Program Coordinator until my training certificates are received. (Click [here](#) for more information.)

If you have completed the DAU training, enter the date here:  (YYYYMMDD eg: 20010131)

**2.** Click check-box to certify completed training, and enter completion date.

## Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments, then click the Reject button. If rejected, any changes will not be saved.

Reason Code:

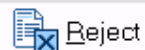
Comments:

**3b.** Or, if you must reject the request, enter a reason code and comments, and click "Reject."

☐ By clicking on the Accept button below, I acknowledge I am responsible for fulfilling all cardholder duties and responsibilities described in DoD, Service/Agency and Installation required training; including transactions I make and approve in the Bank's Electronic Access System.

**3a.** Check box and Click "Accept" to complete the nomination acceptance.

Clicking the nomination indicates there are issues with this request that must be detailed in the rejection feedback section above. Rejections will be returned to the Approving/Billing Official so issues can be worked off line and appropriately updated in the request.





# Revise Cardholder Nomination



- When a nominated CH rejects the position, the A/BO pool receives a request to nominate another CH for the account





# Revise Cardholder Nomination (Continued)



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## Purchase Card Authorization, Issuance and Maintenance

[Task Inbox](#)

**Cardholder Accounts**

[Accounts in Progress](#)

[Profile](#)

Welcome Karen I Keeth. You are logged in as the Purchase Card Approving/E

1. Enter cardholder's email address.

### Cardholder Nomination Revision

The Cardholder previously nominated has rejected the position, please nominate another Cardholder for this account. Required fields are indicated by a red star (\*) next to the field name.

#### Cardholder Account Information

Office Name:  Justification:

#### Cardholder Nomination

\* Please enter the email address of the Cardholder you wish to nominate:

Click the Nominate button below to nominate a new Cardholder.

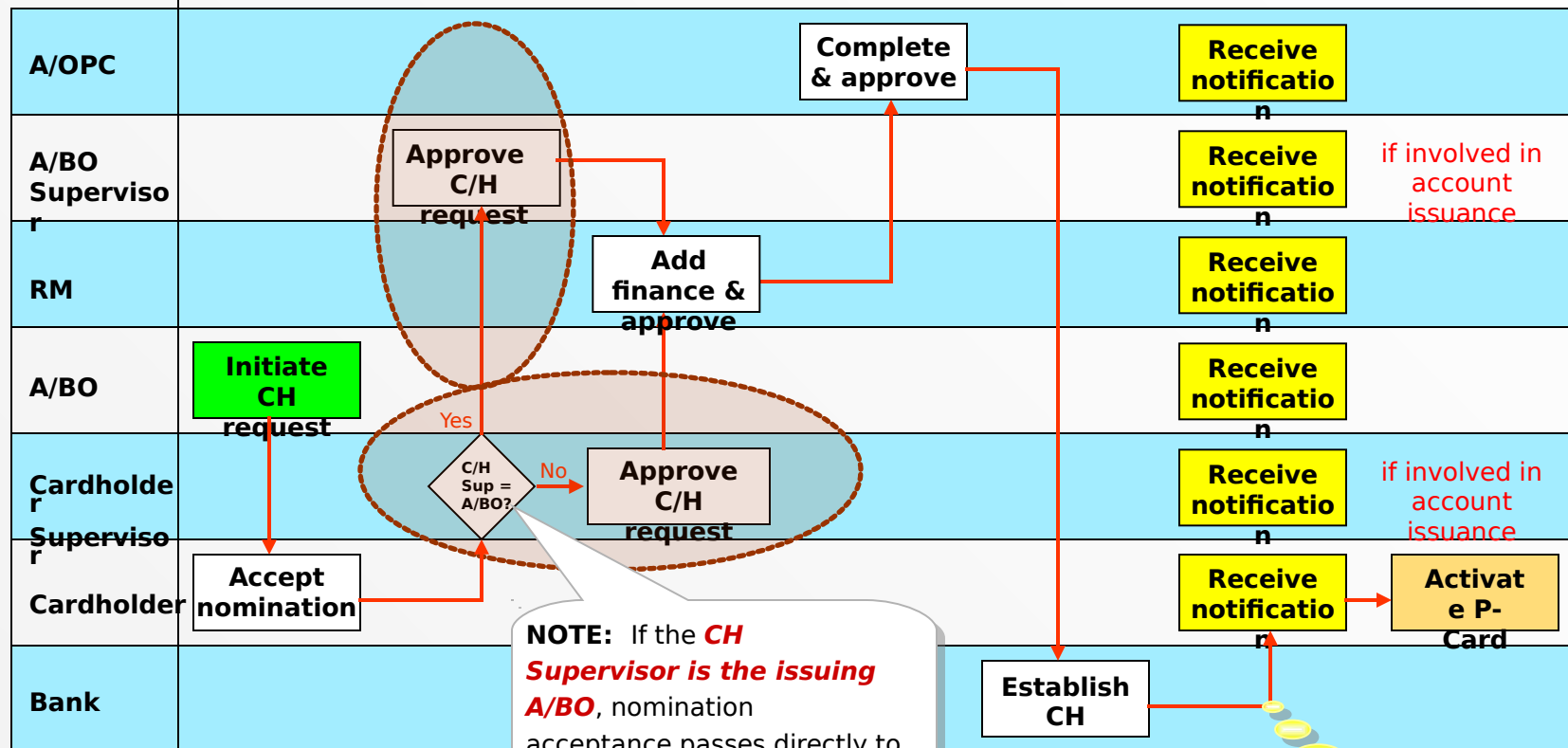
2. Click "Nominate" to complete the nomination, or click "Terminate" to terminate the proposed account.



# Issue Cardholder Account (Continued)



## Issue CH Account: Role-Based Process Flow



**NOTE:** If the **CH Supervisor is the issuing A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day

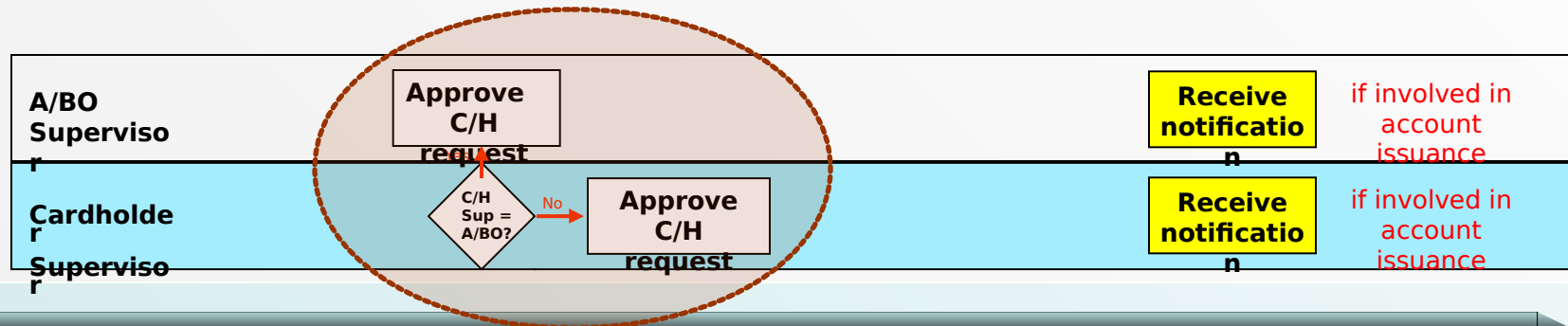


# Issue Cardholder Account (Continued)



## c. CH Supervisor Approves CH Request

- If the CH Supervisor *is not* the issuing A/BO, the *CH Supervisor* verifies the request
- If the CH Supervisor *is* the issuing A/BO, the *A/BO Supervisor* verifies the request
- When complete, an email notification is sent to the RM and a task appears in his or her AIM Inbox





# Issue Cardholder Account

(Continued)



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## Purchase Card

Authorization, Issuance and Maintenance

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Welcome Jeffery M Duncan. You are logged in as the Purchase Card Cardholder's Supervisor.

### Verify Cardholder Account Request

Please verify and approve, modify or reject the following Cardholder Account request. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Karen I Keeth

**Cardholder Account Information**

Office Name: 4500-6TRV

Justification: This account is needed for training.

**Cardholder Information**

Please verify the correct Cardholder has been identified using the information presented below. If it is the incorrect person, please click on the reject button at the bottom of this screen to send this request back to the Approving/Billing Official. Issues related to this request should be coordinated off-line and updated accordingly by the Approving/Billing Official.

Name: Danielle Plante

Work Address: Big Military Base  
Small Town, USA 99999

Work Phone: 1111234567

Email Address: username@email.mil

1. Review pre-populated information.



# Issue Cardholder Account

(Continued)



## POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 8880000000 |

**1. Review pre-populated information (continued).**

## Card/Convenience Checks Issuance Options

This is the option requested by the Approving/Billing Official. If neither option is selected, the account will be issued as a standard credit card. Issues related to this request should be coordinated with the Approving/Billing Official off-line and processed as a maintenance request after the account has been established in the bank system.

- ☒ Issue Card  
☐ Issue Convenience Checks

## Purchase Limits

These are the limits requested for the account. You may decrease these limits and the workflow will continue for further processing. If an increase is required, please annotate the reason in the Rejection Feedback section below and select the Reject button. The request will be routed to the Approving/Billing Official for consideration. Issues related to limit increases should be coordinated off-line and updated accordingly by the Approving/Billing Official.

\* Cycle Purchase Limit:  \* Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:





# Issue Cardholder Account

## (Continued)



### Merchant Category Codes

The following merchant categories have been requested for this account; they determine the vendors where items/services will be purchasable. If none are checked the cardholder account will be unusable. You may delete selected items and the workflow will continue for further processing. If additional MCCs are required, please annotate the reason for the addition in the Rejection Feedback section below and select the Reject button. The request will be routed to the Approving/Billing Official for consideration. Issues related to additions should be coordinated off-line and updated accordingly by the Approving/Billing Official.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A : Airlines, Airports           | <input type="checkbox"/> K : Misc. & Specialty Retail Stores                    |
| <input checked="" type="checkbox"/> B : Vehicle Rental, Dealers      | <input type="checkbox"/> L : Contractors  |
| <input checked="" type="checkbox"/> C : Hotel, Motel                 | <input type="checkbox"/> M : Camps, Recreational Services                       |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                            |
| <input type="checkbox"/> E : Telephone, Cable                        | <input type="checkbox"/> O : Misc. Business Services                            |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                                   |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input checked="" type="checkbox"/> Q : Schools, Education Services and Daycare |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations         |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel   |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input type="checkbox"/> U : Government to Government                           |

**2. Review pre-populated MCCs.**

### Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments. Click the Reject button. If rejected, any changes will not be saved.

Reason Code:

Comments:

**3b. Or, if you must reject the request, enter a reason code and comments, and click Reject.**

**3a. Click "Approve" to approve the nomination.**

Clicking the Approve button indicates you have verified the cardholder demographics to ensure the correct individual has been identified and the requested Purchase Limits and MCCs are appropriate.

Clicking the Reject button indicates there are issues with this request that must be detailed in the rejection feedback section above. Rejections will be returned to the Approving/Billing Official so issues can be worked off line and appropriately updated in the request.



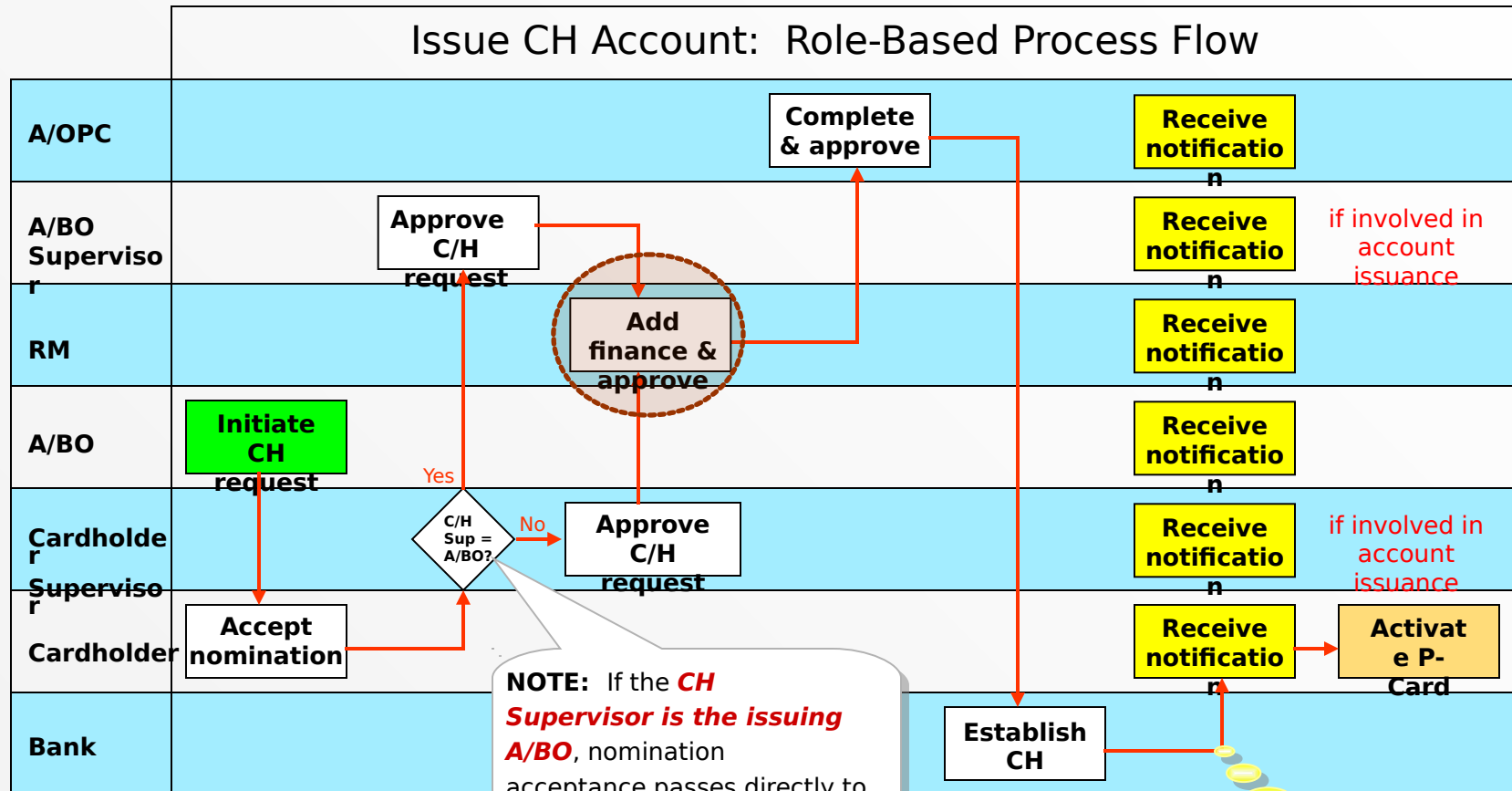


# Issue Cardholder Account

(Continued)



## Issue CH Account: Role-Based Process Flow



**NOTE:** If the **CH Supervisor is the issuing A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day

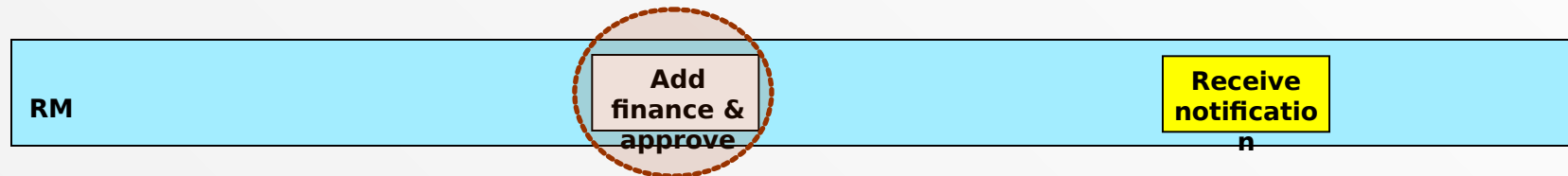


# Issue Cardholder Account (Continued)



d. RM fills out financial information and approves Cardholder request

- When complete, an email notification is sent to the A/OPC and a task appears in his or her AIM Inbox





# Issue Cardholder Account

(Continued)



## Authorization, Issuance and Maintenance

[Task Inbox](#)[Managing Accounts](#)[Cardholder Accounts](#)[Accounts in Progress](#)[Profile](#)

Welcome Valerie Duncan. You are logged in as the Purchase Card Resource Manager.

### Designate Cardholder Account Financial Information

Please enter financial information and approve, reject or modify the following Card Account request. Required fields are indicated by a red star (\*) next to the field name.

Assigned By: Karen I Keeth

#### Cardholder Account Information

Office Name: 4500-6TRV

Justification: This account is needed for training.

#### Managing Account Information

Office Name: 4700-4FZT

Managing Account Number: 4727

Justification: This account is needed to buy training

Company Number: 9703

Client ID: DOD

Bank ID: 3058

Level 4: 00099

#### Cardholder Information

Name: Danielle Plante

Work Address: Big Military Base  
Small Town, USA 99999

Work Phone: 1111234567

Email Address: username@email.mil

1. Review pre-populated information.



# Issue Cardholder Account

## (Continued)



### POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 8880000000 |

### Card/Convenience Checks Issuance Options

This is the option requested by the Approving/Billing Official. If neither option is selected this will be a card-less account.

- ☒ Issue Card  
☐ Issue Convenience Checks

**1. Review pre-populated information**  
(continued).

### LOA

#### \*Accounting Validation Code

Please fill out the Accounting Validation Code (AVC).

AVC Code Name: 05555 AIM

**2. Enter the Accounting Validation Code, and review (and revise as necessary) the Default Accounting Code data.**

#### Default Accounting Code

For your convenience, the Default Accounting Code from the managing account has been pre-populated in the fields below. If necessary, please update these fields appropriately.

|                 |     |     |     |     |     |     |    |     |
|-----------------|-----|-----|-----|-----|-----|-----|----|-----|
| * Appropriation | OAC | ASN | UIC | PEC | ORG | MFP | JO | SAR |
|                 |     |     |     |     |     |     |    |     |

|     |     |     |    |    |     |      |      |     |     |    |     |
|-----|-----|-----|----|----|-----|------|------|-----|-----|----|-----|
| WCR | RBC | RSC | CI | OC | GPS | SIPC | DBSH | AIN | IFS | TT | FMS |
|     |     |     |    |    |     |      |      |     |     |    |     |



# Issue Cardholder Account (Continued)



## Purchase Limits

Please verify if available funding supports the proposed purchase limits. If funding level is inadequate to support the designated limits, please decrease them accordingly and the workflow will continue for further processing. If no funding is available, please annotate this in the Rejection Feedback section and reject the account or if funding is expected, click Save as Draft to hold this request for future processing.

\* Cycle Purchase Limit:  \* Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:

**3. Verify funding for the selected Purchase Limits.**

## Merchant Category Codes

The following merchant categories have been requested for this account; they determine the vendors where items/services will be purchasable.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A : Airlines, Airports           | <input type="checkbox"/> K : Misc. & Specialty Retail Stores                    |
| <input checked="" type="checkbox"/> B : Vehicle Rental, Dealers      | <input type="checkbox"/> L : Contractors  |
| <input checked="" type="checkbox"/> C : Hotel, Motel                 | <input type="checkbox"/> M : Camps, Recreational disabled                       |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                            |
| <input type="checkbox"/> E : Telephone, Cable                        | <input type="checkbox"/> O : Misc. Business Services                            |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                                   |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input checked="" type="checkbox"/> Q : Schools, Education Services and Daycare |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations         |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel   |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input type="checkbox"/> U : Government to Government                           |

**4. Review pre-populated MCCs.**

## Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments. Click the Reject button. If rejected, any changes will not be saved.

Reason Code:   
Comments:

**5b. Or, if you must reject the request, enter a reason code and comments, and click "Reject."**

**5a. Click "Approve" to approve the nomination.**

Clicking the Approve button indicates you validated all financial information and verified funding is available to support the Purchase Limits.

Clicking the Reject button indicates there are issues with this request that must be detailed in the Rejection Feedback section above. Rejections will be returned to the Approving/Billing Official so issues can be appropriately updated in the request.

Clicking the Save as Draft button saves the above information in your task list for future processing.

**5c. Or, click "Save as Draft" to return to the task later.**

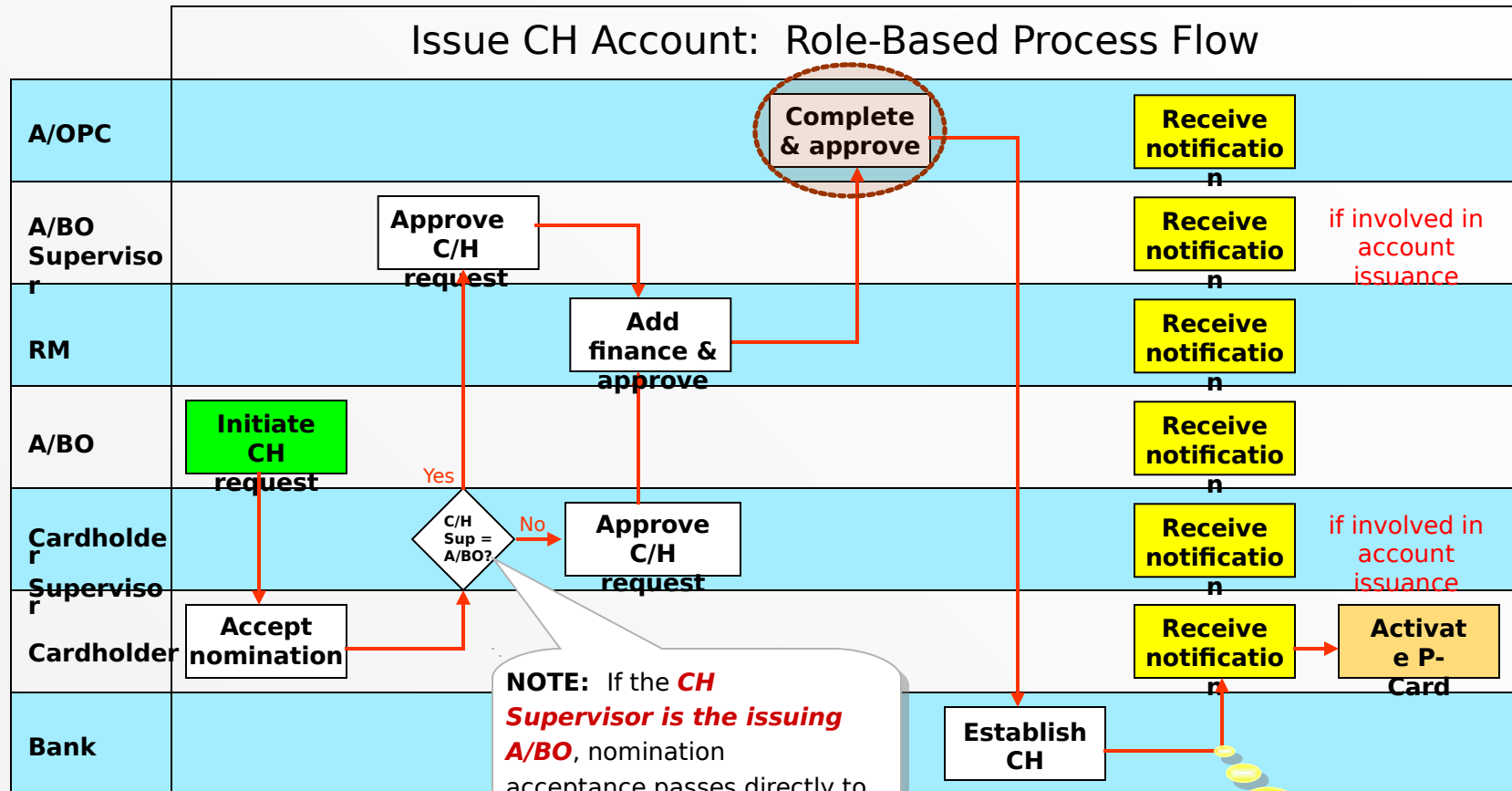


# Issue Cardholder Account

(Continued)



## Issue CH Account: Role-Based Process Flow



**NOTE:** If the **CH Supervisor is the issuing A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day



# Issue Cardholder Account

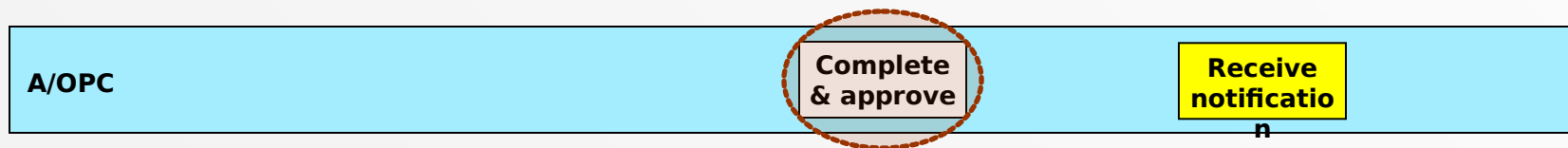
(Continued)



e. A/OPC fills out required data and approves CH request

- ☐ Must verify all applicable CH training is completed before approving account

- *If not, select the option to “hold task pending completion of training”*





# Issue Cardholder Account

(Continued)



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## Purchase Card

Authorization, Issuance and Maintenance

[Task Inbox](#)

[Managing Accounts](#)

**[Cardholder Accounts](#)**

[Accounts in Progress](#)

[Profile](#)

Welcome Susan L Haneklau. You are logged in as the Agency/Organization Program Coordinator.

### Cardholder Account Request Approval

Please Approve, Reject or Modify the following proposed Cardholder Account request. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Susan L Haneklau

#### Cardholder Account Information

Office Name:

Justification:

#### Managing Account Information

Office Name:

Justification:

Client ID:

Managing Account Number:

Company Number:

Bank ID:

Level 4:

1. Review pre-populated information.





# Issue Cardholder Account

(Continued)



| Agent # | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---------|---------|---------|---------|---------|---------|
| 0058    | 47163   | 00099   | 00099   | 00099   |         |

## Cardholder Information

Name: Susan Haneklau  
Work Address: Big Military Base  
Small Town, USA 99999  
Work Phone: 111-123-4567  
Email Address: username@email.mil

**1. Review pre-populated information (continued).**

## POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 8880000000 |



# Issue Cardholder Account

(Continued)



## Verification of Completed Training



Hold task pending completion of training

- ☐ \* I certify all training required for account setup has been completed by the **Cardholder** and I received and will retain a copy of the training certificate for use in Card Program reviews. (Click [here](#) for more information.)

The DAU training was completed on:  (YYYYMMDD eg: 20010131)

**2. Click check-box to certify completed training, and enter completion date. Or, click "Hold task pending completion of training."**

## Required Delegations and Appointments

- ☐ \* I certify that all required delegations and appointments have been prepared and processed.

\* An initial review of the Primary AO/BO is required no later than :  (YYYYMMDD e.g.: 20070131)

**3. Click check-box to certify required delegations and appointments, and enter required review date.**

## Card Embossing Options

Enter the information that you want embossed on the card.

Agency Name:

\*Organization Name:

Third Line Embossing:

## Card/Convenience Checks Issuance Options

\* This is the option requested by the Approving/Billing Official. If neither option is selected this will be a card-less account. If necessary, please update accordingly.

- ☒ Issue Card  
☐ Issue Convenience Checks



# Issue Cardholder Account (Continued)



**4. Enter special designations for Cardholder account.**

## Cardholder Account Special Designations

- ☐ The Cardholder is a warranted Contracting Officer. If checked please enter dollar value of warrant (can be any dollar value or "unlimited") \$
- ☐ The Cardholder is designated as a Contingency and Humanitarian Aid Operations Cardholder. (Click [here](#) for more information.)
- ☐ The purchase card account to be issued to this Cardholder will be used exclusively as a method of payment. (Click [here](#) for more information.)

## LOA

### Accounting Validation Code

AVC Code Name:

**5. Review pre-populated information.**

### Default Accounting Code

|                                   |                      |                                  |                                  |                      |                      |                      |                                |                      |
|-----------------------------------|----------------------|----------------------------------|----------------------------------|----------------------|----------------------|----------------------|--------------------------------|----------------------|
| Appropriation                     | OAC                  | ASN                              | UIC                              | PEC                  | ORG                  | MFP                  | JO                             | SAR                  |
| <input type="text" value="3333"/> | <input type="text"/> | <input type="text" value="444"/> | <input type="text" value="555"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="6"/> | <input type="text"/> |

|                                  |                      |                      |                      |                                 |                      |                      |                                  |                      |                      |                                  |
|----------------------------------|----------------------|----------------------|----------------------|---------------------------------|----------------------|----------------------|----------------------------------|----------------------|----------------------|----------------------------------|
| WCR                              | RBC                  | RSC                  | CI                   | OC                              | GPS                  | SIPC                 | DBSH                             | SDN                  | ACRN                 | AI                               |
| <input type="text" value="777"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="88"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="999"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="001"/> |

|                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| IFS                  | TT                   | FMS                  | TAC                  | MDC                  | TLOA                 | TDC                  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |



# Issue Cardholder Account (Continued)



## Purchase Limits

These are the limits requested for the account. You may decrease these limits and the workflow will continue for further processing. If an increase is required, please annotate the reason in the Rejection Feedback section below and select the Reject button. The request will be routed to the Approving/Billing Official for consideration. Issues related to limit increases should be coordinated off-line and updated accordingly by the Approving/Billing Official.

\* Cycle Purchase Limit:

\* Single Purchase Limit:

Quarterly Purchase Limit:

Annual Purchase Limit:

**5. Review pre-populated information; revise if necessary (continued).**

## Merchant Category Codes

These are the items/services selected for purchase with this account. If none are checked the cardholder account will be unusable. If they are incorrect, please modify them accordingly. The Approving/Billing Official will receive an e-mail notification of any merchant category code changes. Issues related to these limits should be coordinated off-line and updated via a maintenance request after the account has been established in the bank system.

- ☐ A : Airlines, Airports
- ☒ B : Vehicle Rental, Dealers
- ☐ C : Hotel, Motel
- ☒ D : Misc. Transportation
- ☐ E : Telephone, Cable
- ☐ F : Tele. Travel Services
- ☐ G : Mail Order, Phone Order
- ☐ H : Food/Daily/Drug/Liquor Stores
- ☐ I : Caterers, Restaurants, Bars
- ☐ J : Discount/Dept. Stores, Duty Free Stores

- ☐ K : Misc. & Specialty Retail Stores
- ☐ L : Contractors
- ☐ M : Camps, Recreational Services
- ☐ N : Misc. Personal Services
- ☐ O : Misc. Business Services
- ☐ P : Medical Services
- ☐ Q : Schools, Educational Services and Day Care
- ☐ R : Membership/Social/Charitable Organizations
- ☐ S : Fuel
- ☐ U : Government to Government



# Issue Cardholder Account (Continued)



## Rejection Feedback

If you are to reject this request, please provide a reason for your rejection and any comments, then click the Reject button. If rejected, any changes will not be saved.

Reason Code:

Comments:

**6b.** Or, if you must reject the request, enter a reason code and comments, and click "Reject."

Clicking the Approve button indicates you have verified all the information on the above screen and it will be forwarded to the bank for processing.

Clicking the Reject button indicates there are issues with this request that must be detailed in the rejection feedback section above. Rejections will be returned to the Approving/Billing Official so issues can be worked off line and appropriately updated in the request.

Clicking the Save as Draft button saves the above information in your task list for future processing.

**6c.** Or, click "Save as Draft" to return to the task later.

Privacy Act Statement

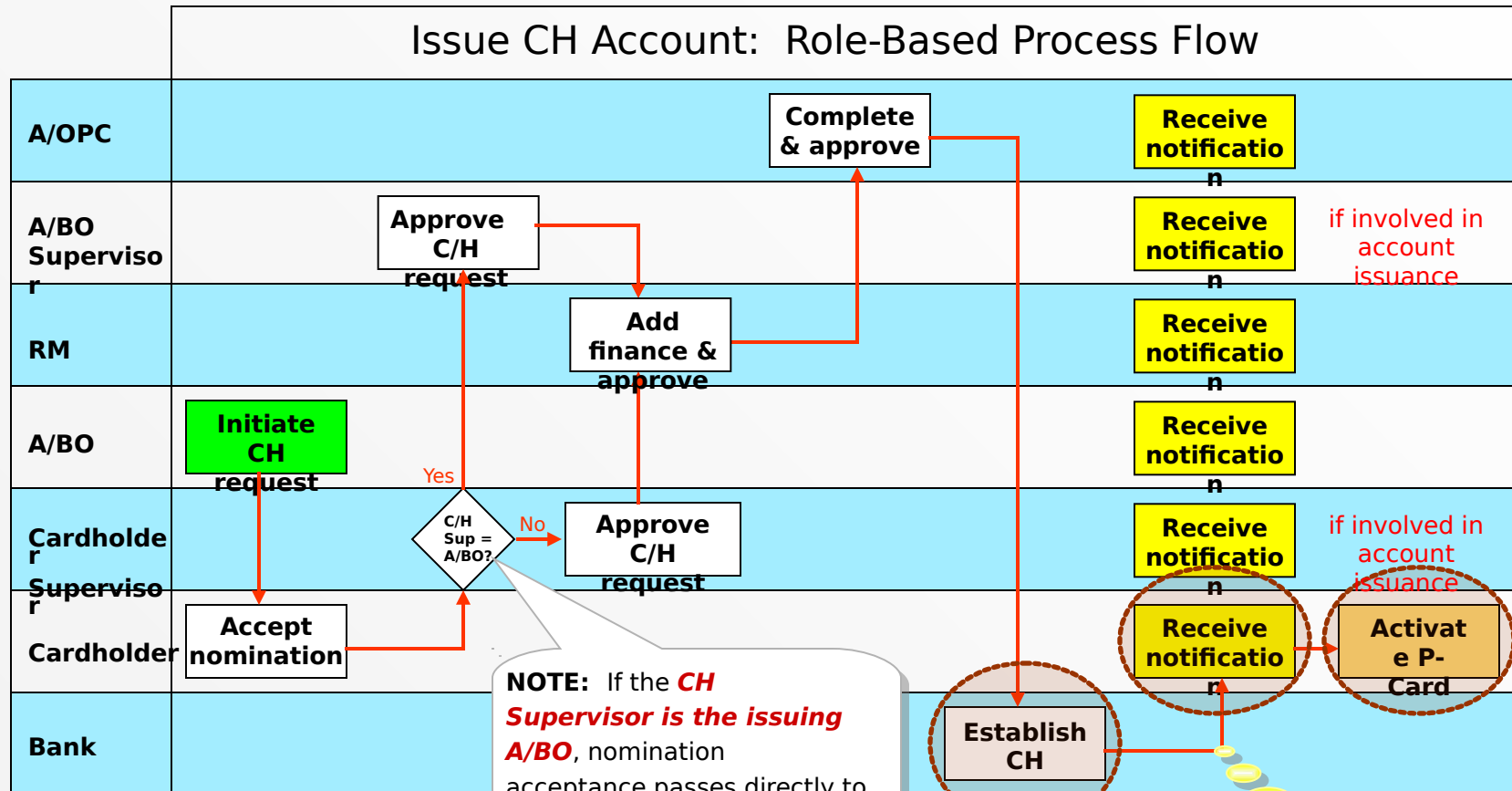
**6.** Click "Approve" to approve the account.



# Issue Cardholder Account (Continued)



## Issue CH Account: Role-Based Process Flow



**NOTE:** If the **CH Supervisor is the issuing A/BO**, nomination acceptance passes directly to the **A/BO Supervisor** for approval.

One business day



# Issue Cardholder Account (Continued)

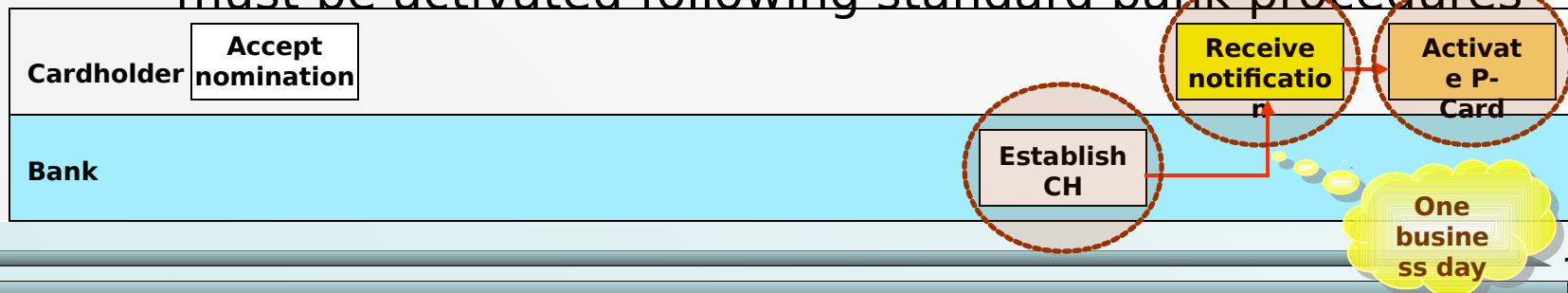


## f. AIM sends CH account request to bank

- ☐ If bank rejects request, it goes to A/BO for revision
  - *Rejections may stem from entry of incorrect data or violation of a business rule, such as entering incorrect LOA or DAC information*
- ☐ If there is a connection error, the CH request will return to the A/OPC's Task Inbox for resubmission

## g. After one business day, AIM generates email notification to all roles involved in issuance that CH Account is active based on bank confirmation

- ☐ Purchase card will then be shipped, once received, card must be activated following standard bank procedures





# Issue Cardholder Account (Continued)



Cardholder Account has been *successfully established!*

## ✉ Notice of Account Submission Success - Message (Plain Text)

File Edit View Insert Format Tools Actions Help



From: pcols\_admin@osd.pentagon.mil  
To: username@email.com  
Cc:  
Subject: Notice of Account Submission Success

Sent: Wed 03/26/2008 10:48 AM

The following Cardholder Account has been successfully established by the bank:  
Office Name: CA\_2.24.001  
Justification: Test





# Revise Cardholder Account



- When revisions are made to a CH Account request, the A/BO pool may update, approve, or terminate the request
  - A/BOs are associated to specific MAs through AIM and have visibility into only those CH Accounts under the MAs for which they are responsible
  - Revisions are necessary when someone further in the workflow rejects the account or when bank validation errors occur





# Revise Cardholder Account

(Continued)



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## Purchase Card

Authorization, Issuance and Maintenance

[Task Inbox](#)

[Managing Accounts](#)

[Accounts in Progress](#)

[Profile](#)

Welcome Karen I Keeth. You are logged in as the Purchase Card Approving/Billing Official Pool.

### Cardholder Account Request Revision Approval

Revisions have been made to the Cardholder Account request. Please update/approve or terminate the account request. Required fields are indicated by a red star (\*) next to the field name.

**Assigned By:** Jeffery M Duncan

**Comments:** The Cycle Purchase limit needs to be changed to \$980.00.

**1. Make revisions as needed.**

#### Cardholder Account Information

\*Office Name:

\*Justification:

#### Managing Account Information

Code:

Managing Account Number:

Description:

Company Number:

Client ID:

Bank ID:

Level 4:



# Revise Cardholder Account

## (Continued)



### Cardholder Information

Name: Danielle Plante  
Work Address: Big Military Base  
Small Town, USA 99999

Work Phone: 1111234567  
Email Address: username@email.mil

### POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 8880000000 |

### Card/Convenience Checks Issuance Options

\* Indicate if a card or or convenience checks should be issued by checking the appropriate box below. If neither is checked, the Cardholder Account will be set-up as a card less account. *(Checks are only issued in specific circumstances. To avoid delays, before initiating a request for a convenience check account, please contact your A/OPC for more information.)*

- ☒ Issue Card  
☐ Issue Convenience Checks

**1. Make revisions as needed (continued).**

### Purchase Limits

\* Cycle Purchase Limit:  \* Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:



# Revise Cardholder Account (Continued)



## Merchant Category Codes

Select the merchant categories where items/services will be purchasable. If none are checked the cardholder account will be unusable.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A : Airlines, Airports           | <input type="checkbox"/> K : Misc. & Specialty Retail Stores            |
| <input checked="" type="checkbox"/> B : Vehicle Rental, Dealers      | <input type="checkbox"/> L : Contractors                                |
| <input checked="" type="checkbox"/> C : Hotel, Motel                 | <input type="checkbox"/> M : Camps, Recreational Services               |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                    |
| <input type="checkbox"/> E : Telephone, Cable                        | <input type="checkbox"/> O : Misc. Business Services                    |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                           |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input checked="" type="checkbox"/> Q : Misc. Business Services         |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel                                       |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input type="checkbox"/> U : Government to Government                   |

**2. Revise MCCs as needed.**

*Clicking the Revise button indicates you agree with the modifications or have coordinated with the appropriate parties and updated the request accordingly.*

*Clicking the Terminate button removes this request completely from the workflow and it will no longer be processed.*



**3. Click "Revise" to submit the revised request, or click "Terminate" to terminate the proposed account.**



# Maintain Cardholder Account



- A/OPCs can initiate the following CH account maintenance actions...
  - ☐ Update DAU training dates
  - ☐ Request purchase limit increases or decreases
  - ☐ Request MCC changes
  - ☐ Cancel or suspend a CH account
  - ☐ Reactivate a suspended CH account
  - ☐ Terminate any workflow
  - ☐ Update organization names
  - ☐ Update special designations





# Maintain Cardholder Account

(Continued)



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**Purchase Card**  
Authorization, Issuance and Maintenance

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Task Inbox Managing Accounts **Cardholder Accounts** Accounts in Progress Profile

Welcome Sarah Elizabeth Davis. You are logged in as the Purchase Card Agency/Organization Program Coordinator.

## Update Cardholder Account

Please provide a reason for the modification of this Cardholder Account.

**Cardholder Account Maintenance Clarification**

\*Why is this account being modified/maintained? Other - Specify in Comments field below

Comments:

**Cardholder Account Information**

Please enter your Office Name and briefly describe the reason for this new Cardholder Account request in the Justification field. (Click [here](#) for more information.)

\* Office Name: CA\_12.14.001

\* Justification: Test

**Managing Account Information**

Office Name: PCOLS1

Justification: set up accounts for testing

Client ID:

Managing Account Number: 6386

Company Number: null

Bank ID: 3058

Level 4:

**1. Under the "Cardholder Accounts" tab, select "Update Cardholder Account."**

**2. Make updates as appropriate.**



# Maintain Cardholder Account

(Continued)



| Agent # | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---------|---------|---------|---------|---------|---------|
| 0058    | 47163   | 00099   | 00099   | 00099   |         |

## Cardholder Information

Name: Susan Haneklau  
Work Address: Big Military Base  
Small Town, USA 99999  
Work Phone: 111-123-4567  
Email Address: username@email.mil

## POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone     |
|--|------------|--------------------|-----------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 888000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 888000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 888000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 888000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com | 888000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 888000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 888000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 888000000 |

## Verification of Completed Training

☒ \* I certify all training required for account setup has been completed by the Cardholder and I reviews. (Click [here](#) for more information.)

The DAU training was completed on: 20030326 (YYYYMMDD eg: 20010131)

2. Make updates as appropriate (continued).

## Required Delegations and Appointments

☒ \* I certify that all required delegations and appointments have been prepared and processed. (Click [here](#) for more information.)

## Card Embossing Options

Enter the information that you want embossed on the card.

Agency Name:   
\*Organization Name: DMDC  
Third Line Embossing: Test





# Maintain Cardholder Account

(Continued)



## Card/Convenience Checks Issuance Options

\* This is the option requested by the Approving/Billing Official. If neither option is selected this will be a card-less account. If necessary, please update accordingly.

- ☒ Issue Card  
☐ Issue Convenience Checks

## Cardholder Account Special Designations

- ☐ The Cardholder is a warranted Contracting Officer. If checked please enter dollar value of warrant (can be any dollar value or "unlimited") \$   
☐ The Cardholder is designated as a Contingency and Humanitarian Aid Operations Cardholder. (Click [here](#) for more information.)  
☒ The purchase card account to be issued to this Cardholder will be used exclusively as a method of payment. (Click [here](#) for more information.)

## LOA

### Accounting Validation Code

AVC Code Name:

### Default Accounting Code

|               |     |     |     |     |      |      |      |     |
|---------------|-----|-----|-----|-----|------|------|------|-----|
| Appropriation | OAC | ASN | UIC | PEC | ORG  | MFP  | JO   | SAR |
| NA            |     |     |     |     |      |      |      |     |
| WCR           | RBC | RSC | CI  | OC  | GPS  | SIPC | DBSH | SDN |
|               |     |     |     |     |      |      |      |     |
| IFS           | TT  | FMS | TAC | MDC | TLOA | TDC  |      |     |
|               |     |     |     |     |      |      |      |     |

**2. Make updates as appropriate (continued).**

## Purchase Limits

These are the limits requested for the account. You may decrease these limits and the workflow will continue for further processing. If an increase is required, please annotate the reason in the Rejection Feedback section below and select the Reject button. The request will be routed to the Approving/Billing Official for consideration. Issues related to limit increases should be coordinated off-line and updated accordingly by the Approving/Billing Official.

\* Cycle Purchase Limit:       \* Single Purchase Limit:   
Quarterly Purchase Limit:       Annual Purchase Limit:





# Maintain Cardholder Account (Continued)



## Merchant Category Codes

These are the items/services selected for purchase with this account. If none are checked the cardholder account will be unusable. If they are incorrect, please modify them accordingly. The Approving/Billing Official will receive an e-mail notification of any merchant category code changes. Issues related to these limits should be coordinated off-line and updated via a maintenance request after the account has been established in the bank system.

- |  |   |
|--|---|
| <input type="checkbox"/> A : Airlines, Airports                      | <input type="checkbox"/> K : Misc. & Specialty Retail Stores            |
| <input type="checkbox"/> B : Vehicle Rental, Dealers                 | <input checked="" type="checkbox"/> L : Contractors                     |
| <input type="checkbox"/> C : Hotel, Motel                            | <input type="checkbox"/> M : Camps, Recreational Services               |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                    |
| <input type="checkbox"/> E : Telephone, Cable                        | <input checked="" type="checkbox"/> O : Misc. Business Services         |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                           |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input type="checkbox"/> Q : Schools, Educational Services and Day Care |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel                                       |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input checked="" type="checkbox"/> U : Government to Government        |

**2. Make updates  
as appropriate  
(continued).**



Submit Changes



Suspend Account



Delete Account

[Privacy Act Statement](#)

**3. Depending on the type  
of updates, click "Submit  
Changes," "Suspend  
Account," or "Delete  
Account."**



# Maintain Cardholder Account (Continued)



- When the A/OPC submits the request, AIM sends it to the bank
  - A limit increase will send a task to the RM for approval
    - *The RM logs on to approve or reject the increase*
    - *After the RM approves or rejects, the task goes to the A/OPC for approval*
      - Once approved, the task is submitted to the bank





# Maintain Cardholder Account

(Continued)



- RMs can initiate the following maintenance actions...
  - ☐ Request EDI payment routing information update
  - ☐ Request LOA information (DAC) update
  - ☐ Request purchase limit decrease
  - ☐ Suspend a CH account
  - ☐ Reactive a suspended CH account
- All maintenance requests from the RM will go to the A/OPC for approval prior to bank submittal





# Maintain Cardholder Account

(Continued)



DMDC

Information and Technology for Better Decision Making

[Report Issues](#) | [Help](#) | [Contact](#) | [Logoff](#) | [EMMA](#)



## Purchase Card Authorization, Issuance and Maintenance

[Task Inbox](#) | [Managing Accounts](#) | **[Cardholder Accounts](#)** | [Accounts in Progress](#) | [Profile](#)

Welcome Sarah Elizabeth Davis. You are logged in as the Purchase Card Resource Manager.

### Update Cardholder Account

Please provide a reason for the modification of this Cardholder Account.

#### Cardholder Account Maintenance Clarification

\*Why is this account being modified/maintained?

Other - Specify in Comments

Comments:

1. Under the "Cardholder Accounts" tab, select "Update Cardholder Account."

#### Cardholder Account Information

Office Name: CA\_12.14.001

Justification: Test

2. Make updates as appropriate.

#### Managing Account Information

Office Name: PCOLS1

Justification: set up accounts for testing

Client ID:

Managing Account Number: 6386

Company Number: null

Bank ID: 3058

Level 4:

#### Cardholder Information

Name: Susan Haneklau

Work Address: Big Military Base  
Small Town, USA 99999

Work Phone: 111-123-4567

Email Address: username@email.mil



# Maintain Cardholder Account (Continued)



## POCs

Here are the point of contacts for this account.

| Role   | Name       | Email              | Phone      |
|--|------------|--------------------|------------|
| Primary Approving/Billing Official:                | Susan John | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Penny Kay  | username@email.com | 8880000000 |
| Alternate Approving/Billing Official:              | Jay Macy   | username@email.com | 8880000000 |
| Card Account Initiator Approving/Billing Official: | Susan John | username@email.com | 8880000000 |
| Cardholder's Supervisor:                           | John Smith | username@email.com | 8880000000 |
| Approving/Billing Official's Supervisor:           | Kyle Mike  | username@email.com | 8880000000 |
| Resource Manager:                                  | Mike Davis | username@email.com | 8880000000 |
| Agency/Organization Program Coordinator:           | Pete Best  | username@email.com | 8880000000 |

## Card Embossing Options

Agency Name:   
Organization Name:   
Third Line Embossing:

**2. Make updates as appropriate (continued).**

## Card/Convenience Checks Issuance Options

This the option proposed by the Approving/Billing Official. If neither option is selected this will be a card-less account.

- ☒ Issue Card  
☐ Issue Convenience Checks

## LOA

### \*Accounting Validation Code

Please fill out the Accounting Validation Code(AVC).

AVC Code Name:

### \*Default Accounting Code

Please fill out the Default Accounting Code (DAC) segments below.

|                |     |     |     |     |      |      |      |     |      |     |
|----------------|-----|-----|-----|-----|------|------|------|-----|------|-----|
| *Appropriation | OAC | ASN | UIC | PEC | ORG  | MFP  | JO   | SAR |      |     |
| NA             |     |     |     |     |      |      |      |     |      |     |
| WCR            | RBC | RSC | CI  | OC  | GPS  | SIPC | DBSH | SDN | ACRN | AIN |
|                |     |     |     |     |      |      |      |     |      |     |
| IFS            | TT  | FMS | TAC | MDC | TLOA | TDC  |      |     |      |     |
|                |     |     |     |     |      |      |      |     |      |     |



# Maintain Cardholder Account (Continued)



## Purchase Limits

Please verify if available funding supports the proposed purchase limits. If funding level is inadequate to support the designated limits, please decrease them accordingly and the workflow will continue for further processing. If no funding is available, please annotate this in the Rejection Feedback section and reject the account or if funding is expected, click Save as Draft to hold this request for future processing.

\* Cycle Purchase Limit:  \* Single Purchase Limit:   
Quarterly Purchase Limit:  Annual Purchase Limit:

## Merchant Category Codes

- |  |   |
|--|---|
| <input type="checkbox"/> A : Airlines, Airports                      | <input type="checkbox"/> K : Misc. & Specialty Retail Stores            |
| <input type="checkbox"/> B : Vehicle Rental, Dealers                 | <input checked="" type="checkbox"/> L : Contractors                     |
| <input type="checkbox"/> C : Hotel, Motel                            | <input type="checkbox"/> M : Camps, Recreational Services               |
| <input type="checkbox"/> D : Misc. Transportation                    | <input type="checkbox"/> N : Misc. Personal Services                    |
| <input type="checkbox"/> E : Telephone, Cable                        | <input checked="" type="checkbox"/> O : Misc. Business Services         |
| <input type="checkbox"/> F : Tele. Travel Services                   | <input type="checkbox"/> P : Medical Services                           |
| <input type="checkbox"/> G : Mail Order, Phone Order                 | <input type="checkbox"/> Q : Schools, Educational Services and Day Care |
| <input type="checkbox"/> H : Food/Daily/Drug/Liquor Stores           | <input type="checkbox"/> R : Membership/Social/Charitable Organizations |
| <input type="checkbox"/> I : Caterers, Restaurants, Bars             | <input type="checkbox"/> S : Fuel                                       |
| <input type="checkbox"/> J : Discount/Dept. Stores, Duty Free Stores | <input checked="" type="checkbox"/> U : Government to Government        |

**3. Revise  
Purchase Limits  
and MCCs as  
appropriate.**



Submit Changes



Suspend Account



Save as Draft

Privacy Act Statement

**4. Depending on the type of  
updates, click "Submit Changes,  
"Suspend Account," or "Save as  
Draft."**

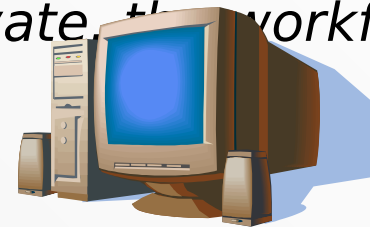




# Maintain Cardholder Account (Continued)



- A task is created for the A/OPC
- The A/OPC can approve or reject the request
  - If the A/OPC approves the request, it is sent to the bank with the changes
  - If the A/OPC rejects the request, it is sent back to the RM for changes
    - *If the request is to suspend or reactivate, the workflow will be terminated*





# AIM Tips



1. Ensure your personal information is updated in DEERS before using AIM
  - ☐ There is up to a 24-hour latency for DEERS updates to become effective
2. You will need access to the email account associated with your CAC as all task and notification emails will go there.
3. Do not use the “Back” button in AIM
  - ☐ Doing so may attempt to re-perform the last step you took
4. Do not run AIM in more than one open Internet session
  - ☐ Errors occur when two Internet browser windows are open with AIM on both; particularly when the user is logged off in one window





# AIM Q&A





# ***AIM***

## ***Practical Exercise***



# AIM Exercise: Hands-on Practice



- Break into four-person teams and select your role
  - ☐ A/OPC
  - ☐ A/BO Supervisor and Cardholder Supervisor (both play single role)
  - ☐ A/BO
  - ☐ Resource Manager
- Insert CAC for your role and use AIM to provision role directly below yours
  - ☐ A/OPC and RM are already provisioned to facilitate the exercise
- Log into e-mail account assigned to your team and accept your token
  - ☐ One account will be shared by all four roles on a team



# AIM Exercises: Team Information



- Your team will be assigned...
  - Exercise data sheet
  - Team number (found on CAC and exercise data sheet)
  - Set of four CACs
  - One e-mail account for the team to share
    - *URL*
    - *E-mail address*
    - *Password*





# AIM Exercises: Tips



- Begin at <https://www.dmdc.osd.mil/appj/aim/>
- Personal ID number (PIN) for **everyone** is  
77777777  
(the number “7” entered eight times)
- If you share a computer, log out of AIM, close the browser, and remove the CAC before changing roles
- Please be sure to return your cards to the support team immediately after the exercise

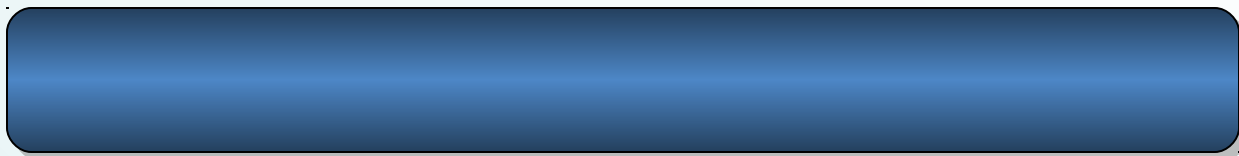




# Questions and Answers



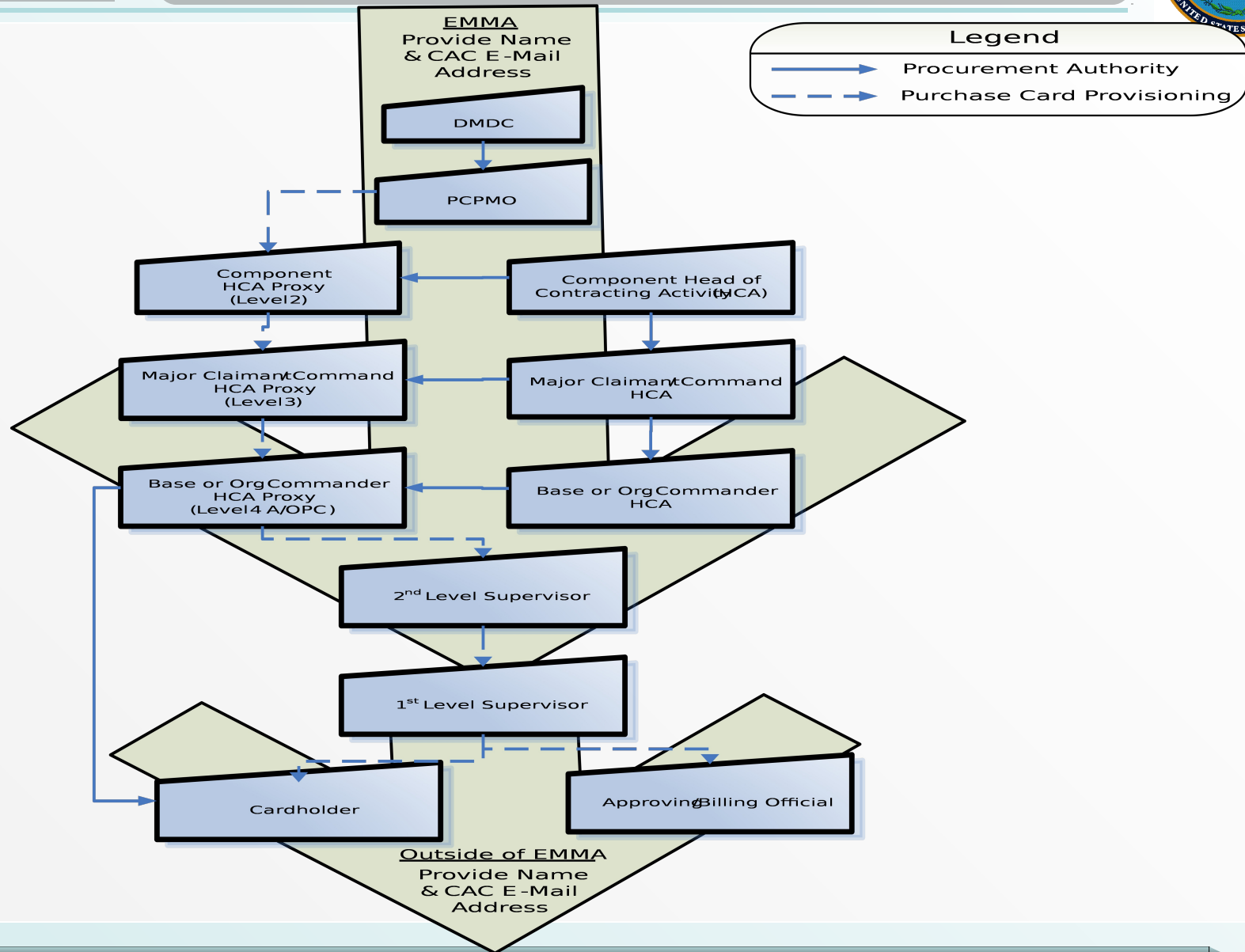
## ■ Questions and Answers



*Backup*



# Purchase Card Procurement Hierarchy Provisioning



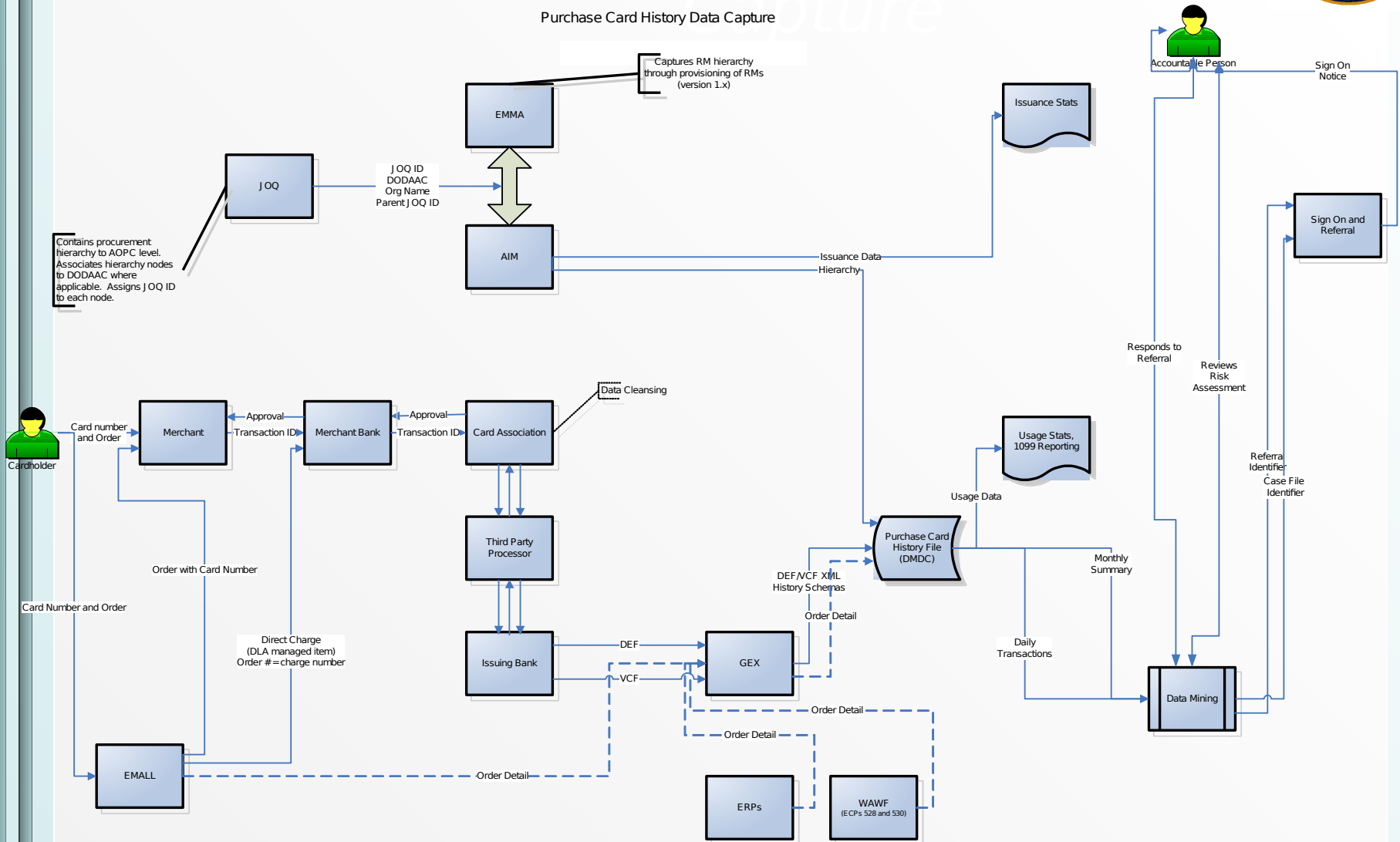




# Purchase Card History Data



## Purchase Card History Data Capture





# Purchase Card System



## Interfaces

